



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Accountant I
Department: Administrative Services
Supervised By: Chief Financial Officer
FLSA Status: Exempt
Revised as of: January 2016

JOB SUMMARY

To perform a variety of professional accounting duties related to the preparation of financial statements, review of fiscal records, and monitoring of financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

DISTINGUISHING CHARACTERISTICS

The Accountant I is the entry-level professional classification in the Accountant series. Positions in this class typically have little or no directly related work experience. The Accountant I classification is distinguished from the Accountant II by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform all aspects of general accounting work as directed.
- Assist in the implementation and modification of accounting procedures and systems.
- Assist in preparation of the annual budget.
- Assist with the annual audit.
- Participate in the preparation of the month- and year-end close process.
- Review operating department invoices for proper expense distributions and approvals.
- Perform grant administration, including preparation and reconciliation of reimbursement claims.
- Implement and maintain fixed asset control records.
- Operate a variety of automated office and computerized financial information systems.
- Maintain regular attendance to conduct job responsibilities.

- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Prepare ad hoc reports as requested.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of accounting systems and applications.
- Methods and techniques of effective technical report preparation and presentation.
- Financial management information systems.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database and graphic presentation.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Learn to apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Learn to use automated office and computerized financial information systems.
- Learn to apply governmental accounting principles and practices, including fund accounting.
- Learn applicable local, State and Federal laws, rules and regulations, especially as related to accounting and auditing.
- Prepare a variety of routine financial statements, reports and analyses.
- Examine and verify a wide variety of financial documents and reports.
- Operate and use modern office equipment including computers and applicable software including spreadsheets and financial systems to organize and analyze data.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Utilize appropriate safety procedures and practices for assigned duties.

- Work safely and cooperatively with others.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in accounting or a related field.

Experience: No professional experience is required.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015