

ACCOUNTING SPECIALIST

Position Title: Accounting Specialist
Reports To: Water District Manager
FLSA Status: Non-Exempt (eligible for overtime pay)
Effective: May 25, 2023

Job Summary:

Under the direction and supervision of the Water District's Manager, and in the essence of maintaining a separation of duties between the Accounts Payable and Accounts Receivable (billing) functions of the District, the Accounting Specialist is responsible for the following:

- Establishing and maintaining positive and professional relationships with District customers, and vendors, on behalf of the Water District. This will largely include timely processing of accounts payable (AP) transactions (in accordance with this job description and the District's "Accounting Policy") with a keen attention to detail and accuracy. The ability to multi-task is essential. In addition to excellent communication skills, both oral and written, the position will include a variety of complex AP and Administrative tasks under the direction of Manager, and in cooperation with other Staff Members. The position involves obligations that are met on various timelines and schedules. The position will demonstrate exceptional problem-solving skills and a strong commitment to teamwork.

Job Scope:

Duties are performed with a degree of independence within the framework of prescribed policies and procedures. Good judgment, discretion and ability to maintain confidential information are required. This position provides a broad range of support and reporting to the Water District Manager, and must be able to prioritize multiple projects, anticipate tasks, and learn new tasks quickly.

Essential Duties and Responsibilities:

- Demonstrates a thorough understanding of Water District Rules and Regulations, By-laws, Policies & Procedures, specifically as they apply to customers.
- Provides courteous and efficient service to customers, as well as phone and written correspondence.
- In coordination with Staff, conducts emergency notifications to customers of interruptions to water service.
- Assists the Billing Clerk in reconciling daily receipts, work orders, as well as providing support to all aspects of the front office efforts.
- Provide customer service support and ability to process customer payments.
- Records expenditures for water main improvement projects, or other capital projects. Prepares project invoicing.
- Gathers data and prepares supporting documentation for project funding, as directed by Management.
- Prepares invoices for data entry, verifies payment dates, receipts, coding, sales tax, and authorization.
- Enters, edits, and posts invoices and prepares checks, reports, and check register.
- Files paid invoices and maintains vendor files through Quickbooks®.
- Reviews requests for purchases in accordance with the purchasing policy.
- Payroll: All aspects of the payroll including, but not limited to: payroll calculations; transmission of payroll to employees; calculation & allocation of vacation/sick leave; payroll reports (all State & Federal Withholdings, W-2's, 1099's, & other withholdings); Employee Deductions (KPERs, 457b, OGLI, etc.)
- Responds to payroll related inquiries and requests from employees – in coordination with Manager.
- Performs bank reconciliations and A/R balance.
- Prepares yearly reports for Workman's Comp & General Liability audit.
- Updates the district's schedule of investments
- Prepares for and provides and any documentation requested during the District's annual financial audit.
- Prepares month end reports related to the AP portion of the District's business.
- Performs other related duties as deemed necessary, or as required.
- Build and maintain positive working relationships with co-workers and the public at all times.

Education, Certification and Experience Requirements:

High school diploma or GED supplemented by preferred formal coursework in accounting, business or related subjects with a minimum of two (2) years' experience in accounts payable or payroll or any equivalent combination of training and experience which provides the required knowledge, ability and skill.

Skills, Knowledge and Abilities:

Knowledge of modern accounting theory, principles and practices, and general utility billing procedures. Knowledge of Quickbooks software is beneficial. Ability to organize and prioritize multiple tasks, along with strong analytical skills are required. Proficiency in the use of a personal computer. Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others. Ability to understand and carry out oral and written instructions and to develop working procedures appropriate to the objectives desired. Ability to communicate clearly and concisely, orally and in writing, and to maintain effective working relationships with superiors, fellow employees, and the general public.

Tools and Equipment Used:

Network computer system operating integrated accounting, and payroll software; personal computer operating word processing, spreadsheet and database software; telephone; copier; facsimile; and postage meter.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 20 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application; rating of education and experience; oral interview, background, and reference check. Job related tests may be required.

Water District 7 is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.