



JOB DESCRIPTION

ACCOUNTANT

THE POSITION

Under the direction of the Director of Administrator, this position will be responsible for general ledger accounting, bank reconciliations, analytical projects, accounts receivable, budget preparation, and other miscellaneous accounting and business matters. The Account position is classified as an exempt and confidential employee.

EXAMPLE OF DUTIES

Reconciles deposits including all credit card transactions; follows up on uncollected accounts and unpaid invoices, reconciles the District's bank balances; prepares and posts monthly journal entries, prepares monthly financial reports, prepares monthly revenue /cost analysis spreadsheets for Recreation and Golf Courses, prepares State Controller's Compensation Report, assists with audit and data for financial statement; prepares sales tax returns, prepares and files EDD reports, assists with budget process, prepares annual fixed asset and accrual reports, and handles other miscellaneous matters as they arise.

EMPLOYMENT STANDARDS

Bachelor's degree in accounting, valid California driver's license, and two years relevant experience required. Applicant should possess a good working knowledge of general accounting methods and procedures and be proficient with spreadsheet and word processing programs. Desirable qualifications include CPA or CMA license, high level of analytical ability, advanced Excel and organizational skills, and ability to work with minimal supervision.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 80% of the time or more and require the regular climbing of stairs, and occasional bending, kneeling, or squatting and reaching overhead and it is expected that lifting will be limited to less than 20 pounds. Position requires the operation of computer, printer, and copier.

12/2023