



Job Description

JOB TITLE:	Accountant	DEPARTMENT:	Finance
REPORTS TO:	Finance Manager	FLSA STATUS:	Non-Exempt
PREPARED DATE:	January 2004	APPROVED DATE:	March 18, 2004
REVISION DATE:	February 2011		

SUMMARY

Under the direction of the Finance Manager, performs professional accounting work including recording and reporting of financial transactions and budgetary control; monitors accounts payable, payroll and other fiscal functions; prepares financial statements and analysis; oversees management information system (MIS) function; maintains the Authority's financial reporting system; advises and consults on fiscal issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Finance and Budgeting - Oversee administration of outstanding debt; maintains fiscal services and reporting; reviews internal controls; develops fiscal projections and assists in preparation of revenue and expenditure budget; oversees collections and disbursement of funds and revenues; analyzes and seeks approval for fund transfers; develops, administers and ensures compliance with grants; represents the Authority on finance functions to the public and Board.

Accounting Function - Liaises with external auditors; develops and maintains work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting and auditing; prepares fund balance projections; processes payroll functions; develops and prepares complex financial reports and statements; ensures proper collection and disbursement of Authority money.

General Responsibilities - Prepares proposals and enforces contract provisions related to financial reporting functions; recommends policy revisions to the Finance Manager.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. May be asked to supervise office staff in absence of Finance Manager.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence.

Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Customer Focus/Interpersonal Skills

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with a field of concentration in accounting, business administration, or a closely related field, and at least two (2) years related experience and/or training.

Desirable Qualifications and Knowledge Base

- Principles of public finance and finance administration
- Budget development, administration and expenditure control
- Laws, rules, ordinances and legislative processes controlling Authority financial functions and reporting
- Computerized fiscal record keeping and management systems
- Purchasing methods, policies and procedures

- Contract and grant development and administration
- Working knowledge of Microsoft Office and payroll systems

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid California driver's license is required.

OTHER QUALIFICATIONS

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 regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment - The work environment a typical office setting, however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date