

## Journey/Senior Level Accountant Position



### Public Utility District No. 1 of Thurston County, Washington

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#### **PRINCIPAL PURPOSE OF JOB:**

This is a very responsible senior accounting position. The Accountant I, II, or III works closely with the Director of Finance and Administration, senior management, and other accounting staff. This position is an FLSA Exempt position and oversees and performs a variety of technical accounting financial duties and analysis including but not limited to budgeting, fund management, preparation of resolutions, financial statements, bond issues, accounts payable, accounts receivable, payroll, contract and asset tracking maintenance, verification and posting of deposits, reconciliation of accounts and cash receipts in accordance with set guidelines. May supervise other staff and assists counter and telephone customers and administers customer accounts as needed. Prepares and/or assists in the preparation of reports and spreadsheets as required. Coordinates with the State Auditor during the audit of the District's financial records.

#### **ESSENTIAL FUNCTIONS** --*Essential duties and responsibilities may include, but are not limited to, the following:*

- Financial reporting, bond and loan preparation submission and monitoring.
- Learn the duties of the Director of Finance and Administration (DFA) and perform the duties of the DFA when the DFA is on vacation.
- Develop policies and procedures.
- Perform internal audits as needed.
- Utility rate development.
- Assist the Director of Finance and Administration and General Manager with analysis and reports and resolutions for the Board of Commissioners.
- Assists in the preparation/compilation of the annual financial report of the District.
- Assists in the preparation of the annual budget and prepare budget amendments for the District.
- Assists in the reconciliation of fund balances and other balance sheet accounts as required.
- Assists in the development and monitoring of financial and budgeting analysis and variance reports.
- Verifies completeness and accuracy of bank deposits; makes corrections as needed and notifies treasurer of all deposits.
- Perform and oversee coding invoices by vendor; enters data; verifies correct internal coding and authorizations, maintains vendor files to ensure all reporting requirements are met.
- Prepares and oversee warrants process and verify AP/AR and Treasury information. Audit for duplicate payment.
- Prepares, reviews and edits voucher reports; mails warrants with documentation; files vouchers.
- Oversee and/or prepare semi-monthly payroll, and payroll liability payments; prepares and submits payment and reports of all payroll liabilities/employee benefit.
- Verify the accuracy of all adjustments for leaks, refunds or other approved corrections.
- Provides customer service; responds to routine inquiries; explains District policies, procedures and fees; looks up information; refers visitors or callers to other staff as needed.
- Complete and maintains asset listings and depreciation reports as assigned.
- Provide contract tracking for capital asset projects as assigned.
- Assists in the preparation of monthly accounting journal entries for posting to the general ledgers to accurately reflect the distribution of income and expenses; maintains other fiscal records to support the reports issued by the department.
- Must be team oriented and able to work as a team member in a team environment.
- Must be able to exercise decorum and discretion regarding personal and financial information.

- Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and commissioners.
- Must be able to work under pressure, to handle multiple tasks and meet deadlines.
- Must be able to deal with irate or disgruntled individuals that will require the use of conflict management skills.
- Must be innovative and have the ability to explore new techniques.

#### **OTHER JOB DUTIES:**

- Participates in development and maintenance of a records management system.
- Carry out required housekeeping and file maintenance functions.
- Assist in preparing application for state or federal funding for projects as assigned.
- Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

- Education or experience equivalent to a course work at a Bachelors degree level in Accounting or closely related field preferred, including courses in governmental accounting, and 5 years or more of experience in finance and accounting.
- Work in public sector accounting and finance and utilities is highly desired.
- Must have knowledge of state and federal payroll tax regulations.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to identify segregation of accounting duties and functions.
- Must have extensive knowledge of accounting systems, including fund accounting.
- Must be bondable.
- Must possess a valid Washington State driver's license and have an acceptable driving record.
- Must be extremely accurate.
- Must possess excellent communication skills both written and verbal.
- Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs, and networking system. Skill using database systems to maintain records and generate reports.
- Knowledge of Prevailing Wage and Davis Bacon Laws preferred.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Work is performed in an office setting which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interoffice contacts and pressure to meet timelines. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods; see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus and the ability to distinguish between shades of color. The noise level in the work environment is usually moderate.