

## South Tahoe Public Utility District – Job Description

<b>JOB TITLE:</b>	Accounting Supervisor	<b>UPDATED:</b>	3/15/07
		<b>EFFECTIVE:</b>	6/28/07
<b>DEPT:</b>	Finance	<b>APPROVED STPUD:</b>	NH
		<b>APPROVED LOCAL 39:</b>	PC

### JOB SUMMARY:

Under direction of the Accounting Manager, is responsible for the Payroll functions, Accounts Payable functions, Capital asset accounting, employer tax returns, and various other accounting records and duties. Provides supervision and training to accounting department employees.

### ESSENTIAL FUNCTIONS:

1. Supports the Accounting Manager in achieving departmental and District mission, plans, objectives, and values.
2. Oversees the accounting of payroll, accounts payable and miscellaneous cash receipts activities; ensures accuracy, completeness and compliance with applicable rules, policies and procedures.
3. Recruits, selects, schedules, trains, supervises, evaluates, disciplines, develops, and promotes team-work among support personnel.
4. Prepares payroll including compilation of the payroll account register; transmission of Electronic Funds Transfer (EFT); notification to appropriate payroll vendors for EFT amounts; readies ELF payroll vendor checks for mail; compiles listing of payroll checks and EFT's for Board of Directors and administers CalPERS payroll and contribution reporting.
5. Prepares quarterly tax returns for payroll including 941 and DE-6. Also prepares quarterly Underground Fuel Storage Tanks and Usage, and tax return.
6. Prepares annual tax returns for payroll including W-3, 1096, and DE-7.
7. Verifies accounting information in Accounts Payable batches; runs payment of claims reports and balances to Open Hold Posting report; compiles listing of checks for approval by Board of Directors.
8. Performs miscellaneous Accounts Payable Electronic Funds Transfers (EFT) and wire transfer of funds as required.
9. Maintains the capital asset records: assigns capital asset numbers; inputs information, disposals, corrections and adjustments; keeps capital asset records current and in balance; and maintains capital asset schedules for auditors and CAFR.

10. Analyzes and codes legal invoices; performs journal entries and updates legal spreadsheet for same.
11. Completes quarterly insurance liability claim accruals and spreadsheet.
12. Assists the Accounting Manager in preparing for the quarterly financial statements publication. Prepares quarterly schedules for the auditors.
13. Analyzes and reconciles various general ledger accounts as needed.
14. Prepares and posts journal entries to general ledger.
15. Performs daily verification of accounting information for new purchase requisitions/purchase orders.
16. Assigns and keeps current, object code/capital outlay numbers and descriptions; enters same in departmental budgets.
17. Assigns project codes and keeps project code listing current.
18. Performs all duties of the Account Clerk I and II during absences and when the position is not filled.
19. Prepares special accounting reports as requested by the Accounting Manager.
20. Maintains petty cash fund. Responsible for verifying and balancing all District petty cash funds.
21. Adheres to and enforces stated safety policies and procedures.

**OTHER FUNCTIONS:**

1. Oversees archiving of files using District imaging software.
2. Assumes certain duties of the Accounting Manager during his/her absence.
3. Assists with budgeting process, year-end adjustments, government accounting surveys, and government tax forms.
4. Assists and performs other projects as requested by Accounting Manager, Chief Financial Officer, or District Engineers.
5. Performs various other related duties as assigned by supervisor.

## **JOB SPECIFICATIONS:**

### **EDUCATION**

1. Requires High School graduate or equivalent.
2. Requires a minimum of 6 units of college accounting courses, or to be acquired within twenty-four (24) months of hire date.
3. Additionally, requires completion of GFOA Intermediate and Advanced Governmental Accounting and Capital Asset Accounting and Reporting courses within three (3) years of hire date.
4. Requires sufficient education which demonstrates thorough knowledge of accounting principles, financial statements and internal control practices.

### **EXPERIENCE**

1. Minimum three (3) years working experience of modern bookkeeping principles, procedures, and office practices.
2. Three (3) years supervisory experience is desired.

### **RESPONSIBILITY**

1. Responsible for overseeing the Payroll and Accounts Payable offices.
2. Ability to work independently after receiving instructions.

### **PHYSICAL REQUIREMENTS**

1. Requires the ability to sit (at desks) and stand (i.e., copy machine).
2. Ability to file documents in standard 2 and 4-drawer file cabinets.
3. Requires constant use of fine hand coordination skills throughout the course of normal work duties.
4. See attached Job Analysis for complete physical requirements.

### **PROFICIENCY REQUIREMENTS:**

1. Ability to interpret and implement District policy and regulations.

2. Requires ability to recruit, train, instruct, supervise, evaluate, motivate, appropriately discipline, and develop staff.
3. Ability to read, understand, and follow written or verbal instructions.
4. Ability to answer questions in a clear and concise manner.
5. Must be able to work with little or no supervision.
6. Requires the ability to analyze numbers and reconcile general ledger accounts.
7. Requires the ability to properly classify general ledger accounts in the Financial Statements.
8. Must be able to accurately and efficiently operate a 10-key calculator by touch at a rate of 200 keystrokes/minute.
9. Requires demonstrated proficiency in utilizing standard word processing and spreadsheet personal computer software programs, as well as experience in the input of information to automated data processing system.
10. Requires the ability to maintain cooperative relationships with co-workers and supervisors.
11. Requires a valid, current drivers' license, acceptable by the State of California, with a driving record which enables insurability.
12. Must have current, valid CPR and First Aid certificates.

### JOB ANALYSIS FORM

<b>Job Specific Body Movements</b>	<b>Occasionally 1/3 of time or less</b>	<b>Frequently 1/3 – 2/3 of time</b>	<b>Continuously More than 2/3 of time</b>
Sitting			90% of day
Standing	10% of day		
Walking	10% of day		
Driving	5% of day		
Hearing			100% of day
Speaking		50% of day	
Lifting 1-20 lbs	X		
Lifting 20-50 lbs	N/A		
Lifting 50+ lbs	N/A		
Working/reaching above shoulder	X		
Working w/arms extended @ shoulder level	X		
Working with body bent over at waist	X		
Working in kneeling position	N/A		
Crawling	N/A		
Climbing stairs	X		
Climbing ladder	N/A		
Major Hand	X		
Pulling	X		
Pushing	X		
Fine Manipulation	X		
Typing/Keyboard	X		
Writing	X		
Simple Grasping	X		
Filing	X		
Power Grip	X		
Tools	X		
Equipment	X		
Hand Twisting	X		
Folding	X		

Height from floor of objects to be reached or worked on:

<b>OBJECT</b>	<b>HEIGHT</b>
Shelves	Up to 6 feet

#### EQUIPMENT USED

Hand-held and electric stapler, 10-key calculator, PC with keyboard, copy machine, postage machine, laser printer, scanner, and telephone.

#### WORKING CONDITIONS

Predominant environment is that of an indoor office with some exposure to chemical and wastewater odors.