

# ***Humboldt Bay Municipal Water District***

## **ACCOUNTING SPECIALIST I – A2**

### **Position Description**

#### **GENERAL PURPOSE**

Under general supervision performs financial accounting, bookkeeping, payroll, human resource, risk management and reporting functions for the District.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

##### **1. Accounting**

###### **A. Accounts Payable**

- a. Using the District's accounting system, and in accordance with approved accounting standards, policies, and procedures, prepares and processes payments to District creditors, vendors, and consultants. Ensures all related purchase orders are complete with sufficient supporting documentation and approvals
- b. Reviews and approves data entry of Accounting Tech II position into accounting system prior to processing
- c. Prepares and files any related State and Federal tax forms (1099's)
- d. Responds to vendor/consultant inquiries in a timely manner
- e. Ensures on-going cross-training for all Accounts Payable processes
- f. Other accounts payable duties as assigned

###### **B. Payroll**

- a. Oversees the review of employee and Director timecards by Accounting Tech I and II positions
- b. Processes payroll, verifies all software calculations
- c. Reviews and processes Federal and State payroll-related tax payments; processes quarterly and annual payroll reports and filings (941's, W-2's, State Controllers Wage Report, etc)
- d. Reviews payroll related work of Accounting Tech I/II position
- e. Maintains employee data in payroll system, verifies & updates data as necessary
- f. Ensures on-going cross-training for all payroll processes
- g. Other payroll duties as assigned

###### **C. Accounts Receivable**

- a. Prepares accurate and timely invoices for the District's wholesale municipal and industrial customers in accordance with approved District ordinances and contracts
- b. Prepares accurate and timely invoices for outside agencies under contract for retail utility billing (Fieldbrook) in accordance with approved contract
- c. Prepares accurate and timely invoices for misc. other accounts receivable (ex: Don Bridge Lease, RLCSD Water System Permit Fee, Hydrant meter rentals & water use)
- d. Other accounts receivable duties as assigned

#### D. Other Accounting Duties

- a. Maintains a system of internal controls in accordance with GAAP, with Federal and State Government procurement standards, and in accordance with recommendations from the District's auditors for all aspects of District accounting practices
- b. Works with Business Manager to ensure revenues and expenditures are accurately stated. Reviews the monthly financial reports generated by the Business Manager
- c. Monthly reconciliation of bank and investment accounts as assigned; Request, review & reconcile quarterly data from County for investment accounts
- d. Assists in the preparation of the annual budget and completion of the annual financial audit as needed; other financial reports as assigned
- e. Assists with regular updates of the District's accounting systems, as necessary
- f. Maintains a working knowledge of the Cash Receipting, Timekeeping, General Ledger, Utility Management, and System Management Modules of accounting system
- g. Develops and maintains a procedure manual for accounting and financial reporting functions

### 2. Human Resources

#### A. Benefits

- a. Prepares all reports and payments for various employee benefits (insurances, retirement, deferred comp., etc.)
- b. Manages open enrollment for health insurance (current and retirees) and voluntary life insurance
- c. Reviews retiree medical, COBRA Dental and Vision invoices processed by Accounting Tech II position
- d. Responsible for on-boarding new employees; providing introduction and explanation of benefits and all necessary enrollment forms
- e. Provides forms, information, and routine support to District employees regarding District benefits. Assists employees as needed with updating/changing employee benefits and coordination with benefit providers

#### B. Other Human Resource Duties

- a. Responsible for timely District response to human resource-related claims (disability, workers' compensation etc.)
- b. Schedules annual hearing and respirator exams
- c. Responsible for maintaining required OSHA regulatory and benefit postings on District bulletin boards
- d. Maintain employee personnel & medical files. Review Accounting Tech I maintenance of employee certification and training files

### 3. Risk Management

#### A. Contracting

- a) Prepares and processes JPIA approved vendor and facility use contracts for review by the Business Manager
- b) Verifies required insurance and risk management requirements are fully satisfied
- c) Ensure payments and services provided match contract terms

#### B. Insurance

- a) Ensures the District is in compliance and up to date with all insurance filings and reporting requirements
- b) Oversees any worker's comp injury claims, ensures all documentation is complete and provided to the benefit provider. Provides administrative support as needed to the injured employee

**4. Other**

- A. Provides general administrative support, including:
  - a. Research, gather, and organize information from District records or other sources
  - b. Prepare and compose District correspondence and routine reports
  - c. Performing routine analyses
- B. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events
- C. Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy
- D. Supports the General Manager, Superintendent, and Business Manager with long-range planning matters. Supports the implementation of the District's Capital Improvement Plan.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

**1. Office skills and abilities**

- A. Ability to operate a variety of office equipment including: computer, copier, fax, scanner
- B. Strong written communication skills including the use of proper English, spelling, grammar and punctuation; the ability to compose correspondence and reports
- C. Office methods and procedures, including filing, record keeping and reporting systems.
- D. Intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

**2. Communication skills and abilities**

- E. Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors; ability to work cooperatively as a team member
- F. Strong verbal communication skills

**3. Technical skills and abilities**

- G. Ability to think critically to address administrative and accounting tasks
- H. Ability to effectively multi-task and switch between tasks regularly
- I. Strong organizational skills
- J. Strong arithmetic and accounting skills

**REQUIRED TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- A. High school diploma or GED
- B. Community College, technical or other course work relevant for this position

- C. Five-to-ten years of increasingly responsible experience in office administration, accounting, and/or human resources functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner
- D. Bookkeeping and/or accounting experience, especially with governmental accounting principles

### **SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES**

- A. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Must be able to safely operate a motor vehicle. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment
- B. Individuals selected for appointment to the position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the individual selected will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification
- C. Must be able to qualify for fiduciary bonding
- D. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching