

Humboldt Bay Municipal Water District

ACCOUNTING AND HUMAN RESOURCES SPECIALIST – A2

GENERAL PURPOSE

Under general supervision performs financial accounting, bookkeeping and reporting functions of the District, performs risk management functions, and performs payroll and other human resources functions.

ESSENTIAL FUNCTIONS AND DUTIES

Accounting Area:

- 1) Performs the District's accounting functions for revenues, expenditures, capital, and reserves. Maintains cash receipts, cash disbursements journal, and the general ledger. Tracks the District's checking account and investment account activities.
- 2) Maintains the District's automated accounting system (currently in QuickBooks) in accordance with approved accounting standards, policies and procedures. Assists in the design, installation and update of the District's accounting systems, as necessary.
- 3) Accounts Receivable - Prepares accurate and timely billings to the District's wholesale municipal and industrial customers, and the District's retail customers in accordance with approved District ordinances and contracts.
- 4) Accounts Payable - Prepares and processes payments to District creditors in accordance with approved policies and procedures.
- 5) Performs purchasing and contract functions including: a) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts, b) administering the competitive bidding process, c) ensuring required insurance and risk management provisions are fully satisfied, d) maintaining systems to ensure products/services are received, e) maintaining supply inventories, and f) properly tracking, reporting and accounting for purchases and contract services.
- 6) Prepares monthly financial reports which track actual revenues and expenditures versus the approved annual budget.
- 7) Assists in the preparation of the annual budget.
- 8) Provides information and support to the District's auditor during the annual financial audit process.
- 9) Maintains a system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditors.
- 10) Develops and maintains a procedure manual for accounting and financial reporting functions.
- 11) Responds to customer inquiries regarding water services and billings, and vendor/consultant inquiries in a timely manner.

Human Resource Area:

- 1) Performs or oversees the District's payroll functions including:
 - i) reviewing time cards
 - ii) verifying payroll
 - iii) preparing payroll and benefit checks
 - iv) preparing payroll-related reports to PERS and state and federal taxing agencies.
- 2) Provides information and routine support to employees regarding District-paid benefits.
- 3) Handles District response to human resource-related claims (disability, workers' compensation etc.)
- 4) Trains District personnel in time and job accounting methods and human resources areas.

Other:

- 1) Provides general administrative support, including:
 - a. Researching, gathering, and organizing information from District records or other sources
 - b. Preparing and composing District correspondence and routine reports
 - c. Performing routine analyses.
- 2) Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the District.
- 3) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
- 4) Operates a variety of office equipment including, computer, copier, fax machine, scanner; and document/information management systems
- 5) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets
- 6) Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- 2) Strong verbal communication skills
- 3) Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors
- 4) Strong organizational skills
- 5) Strong arithmetic skills
- 6) Bookkeeping and/or accounting experience, especially with governmental accounting principles and QuickBooks accounting software
- 7) Office methods and procedures, including filing, record keeping and reporting systems.
- 8) Strong working knowledge of computers, including intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with Microsoft Access and/or ESRI's GIS software beneficial.

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:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. 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

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. 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.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position 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.

A person employed in this position must be able to:

- i. Operate a variety of office equipment (computer, copy machine, fax, etc.) ;
- ii. Understand and carry out oral and written directions;
- iii. Think critically to address administrative and accounting tasks;
- iv. Communicate well with others, verbally and in writing;
- v. Work cooperatively and get along well with the Board, District staff and the public;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.