



LITTLE BLUE VALLEY SEWER DISTRICT POSITION DESCRIPTION

JOB TITLE: Senior Accountant

PREPARED BY: K. Best

DEPARTMENT: Finance

APPROVED BY: J. Shook

REPORTS TO: Director of Finance

EFFECTIVE: October 2021

FLSA STATUS: Non-Exempt

BARGAINING UNIT: No Yes

SUMMARY

Under limited supervision, this position applies accounting principles to compile and analyze financial information to prepare reports and the general ledger, and documents business transactions for fund accounting. All responsibilities and assignments need to be performed assuring for timeliness and accuracy.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- I. Accounting Activities 90% of Time
 - A. Establishes, interprets, and analyzes complex accounting records of financial statements, which may include general accounting, cost, or budget data.
 - B. Examines, analyzes, and interprets accounting records for management. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounting, documenting business transaction.
 - C. Receive purchase order requests; issues and processes purchase orders assuring that the purchasing policies are followed.
 - D. Receive invoices from vendors, conducts reconciliation assuring that approvals are on file, issues checks, issues authorization to pay; distributes checks, assuring compliance with the purchasing policies and bond covenants.
 - E. Conducts monthly/weekly transfers to appropriate accounts assuring that the various accounts have funds available to conduct their operations assuring compliance with budget considerations.

- F. Generates monthly financial reports and spreadsheets for the District including budget variance, fund balance, construction, engineering, legal, depreciation, bond funding and other projects, assuring for accuracy and compliance with resolutions.
 - G. Follows District purchasing policies relating to supplies, services, and equipment assuring for accuracy, and monitors compliance with generally accepted accounting principles. Recommends proper handling and approved financial transactions, within designated limits, to Director of Finance.
 - H. Assists Director of Finance in performing statistical analysis to determine trends, estimates, significant changes and explain findings.
 - I. Corrects errors and inconsistencies in financial entries, documents and reports as directed.
 - J. Assists Director of Finance in modifying, documenting, and implementing accounting systems and accounting control procedures.
 - K. Makes recommendations regarding the accounting of expenditures. Participates in discussions for improving the District's Finance Department.
 - L. Supports department's cash management responsibilities.
 - M. Prepare and enter various journal entries assuring for accuracy.
 - N. Prepare audit work papers as requested assuring for accuracy.
 - O. Assist in preparation of annual budget document.
 - P. Assist with various bank reconciliations, investment of fund balances, and other accounting projects as requested.
 - Q. Records and maintains records on fixed assets.
 - R. Works with appropriate department to determine natural gas nominations.
 - S. Makes and records debt payments.
- II. Miscellaneous Activities 10% of Time
- A. May serve as acting Director of Finance in the absence of the Director.
 - B. Attend training and other outside seminars as approved.
 - C. Positively interact with co-workers, customers, general public or regulatory officials in a professional, polite and business-like manner.
 - D. Represent Finance Department in employee committees, assuring that departmental and District issues are emphasized.

REQUIRED TO:

Hold and maintain a valid driver's license and a driving record satisfactory to the District's insurance company.

Pass the required pre-employment physical examination with alcohol and drug screening as an initial condition of employment. Once employed, pass random/reasonable suspicion/post-accident alcohol and drug testing as a condition of employment.

EDUCATION &/OR EXPERIENCE

- CPA Preferred
- Graduate from four-year college or university with a bachelor's degree in Accounting and 3 years' experience; or 5-7 year's related experience and/or training; or equivalent combination of education and experience for those without a bachelor's degree is required.
- Experience in office environment with office communications equipment and software, i.e., spreadsheets and word-processing programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate (routine business office environment - cubicles, light customer traffic, computers & printers).

- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours
- No exposure to weather and temperature extremes.
- No exposure to moving mechanical parts.
- No exposure to chemicals, fumes, or airborne particles.
- No exposure to heights.
- No exposure to vibration, radiation, explosives.

PHYSICAL EFFORT

The physical demands described here are representative of those that employee must meet 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 essential functions of this position, the employee:

- is regularly required to sit, talk, and hear
- is regularly required to use hands to finger, handle, or feel; and reach with hands and arms
- is occasionally required to stand, walk, stoop, kneel, crouch, crawl
- must occasionally lift and/or move up to 25 pounds
- is not required to climb, balance, taste, or smell
- Specific vision abilities required by this job include close vision – 20 inches or less), color vision (ability to identify and distinguish colors), peripheral vision, depth perception (three-dimensional, ability to judge distances and spatial relationship), and ability to adjust focus.

KNOWLEDGE AND SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and write routine reports, business correspondence, and procedure manuals.
- Ability to effectively and professionally present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form.

NOTE:

Conducts all functions and activities with attention to safety for self and others.

This job description in no way states or implies that these are the only duties performed by the employee occupying the position.

Employees will be required to follow any other job-related instructions and to perform any job-related duties requested by their supervisor; subject to reasonable accommodations.