



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Accounting Manager
Department: Governance & Administrative Services
Division: Accounting
Supervised By: Chief Financial Officer
FLSA Status: Exempt
Revision Date: July 2021

JOB SUMMARY

To plan, organize, direct, and review a wide variety of technical and administrative operations related to the Accounting Division, including accounts payable, accounts receivable, utility billing, and payroll. To perform professional accounting duties in the design and maintenance of complex financial records and systems to support District departments, special funds, or programs; responsible for assisting in the preparation of the annual budget and audit processes; and to provide highly complex staff assistance to the Chief Financial Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Financial Officer.

Exercises direct supervision over assigned technical and clerical personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Create new and review established financial systems, processes, and procedures.
- Perform the monthly closing of the general ledger.
- Research, compile, and analyze data for development of utility rate structures.
- Prepare the annual personnel and depreciation budgets and support other budget tasks as assigned.
- Oversee the interim annual audit work.
- Prepare the fixed asset, grant receivable reconciliations, and other reconciliations of the annual audit as assigned.
- Recommend the appointment of personnel; train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Plan, prioritize, assign, supervise, and review the work of assigned staff.
- Manage customer relations in the area of water and sewer billing.
- Review operating department expense distributions and approvals.

- Maintain subsidiary accounts receivable system and collections.
- Implement and maintain fixed asset control records.
- Assist in the preparation of documented procedures for the operating of the Governance and Administrative Services Department for recording financial information.
- Maintain and update District financial system applications and remain current on developing technology in this field, including hardware and software.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for and monitor and control expenditures.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain, and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Conduct studies, analyze data, make recommendations, and prepare reports and presentations on a variety of subjects.
- Assist the Chief Financial Officer as a staff liaison to the outside auditors.
- Prepare a variety of District reports and presentations as requested.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of general accounting, cost accounting, internal control mechanisms, fixed asset accounting and budgeting.
- Principles of public administration including program planning and evaluation.
- Principles and practices of negotiation, leadership, motivation, team building, conflict management, and dispute resolution.
- Principles of supervision, training, and performance evaluation.
- Laws, rules, and regulations that apply to local government fiscal operations.
- Automated financial information systems and data processing accounting systems and applications.
- Principles and practices of safety management.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Review, understand and apply complex laws, regulations, policies, and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret, and apply Federal, State, and local laws and codes and regulations pertaining to work assignments.
- Ensure compliance with and timely processing, filing, and/or payment of all Federal, State, and local reporting mandates and deadlines.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Explain complex technical concepts and information.
- Analyze financial information and draw logical conclusions.
- Operate and use modern office equipment including computers and applicable software.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain, and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public or business administration, or a related field.

Experience: Five (5) years of progressively responsible accounting or financial experience, preferably with a public or utility organization, with two (2) years in a supervisory capacity.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	N/A
Crawling	N/A
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally
Stooping	Occasionally
Working at heights	N/A
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously
Phone receiver	Continuously
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Frequently
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6" above head

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on July 15, 2021