



TVF&R JOB DESCRIPTION

TITLE: Senior Accountant

DIVISION: Finance

SALARY/WAGE STATUS: Grade 7

DEPARTMENT:

CIVIL SERVICE STATUS: No

FLSA CLASSIFICATION: Exempt

PERS CATEGORY: General Service

SUPERVISOR: Financial Operations Manager

BARGAINING UNIT: No

SUPERVISION EXERCISED: None

SAFETY SENSITIVE: No

PRIMARY PURPOSE

Maintains a complete and accurate general ledger, ensuring accurate and effective financial reporting. Ensures the timely and accurate collection of the District's revenue by coordinating the accounts receivable cycle. Assists with financial statements, treasury management, internal control compliance, and performs special projects as assigned.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

Position-Specific Functions

GENERAL LEDGER: Prepares and posts journal entries for period/month-end closing; assembles and archives comprehensive supporting documentation; performs various diagnostic reviews of database records and balancing of subsidiary ledgers and control accounts; and analyzes and reports on balance sheet account fluctuations. Completes various bank account and balance sheet reconciliations. Reviews other accounting transactions and documentation for accuracy and compliance with internal controls. Recommends corrective action and process improvements.

ACCOUNTS RECEIVABLE: Processes full-cycle accounts receivable duties, including following contracted billing requirements, issuing of invoices to outside agencies, preparing and reviewing statements, researching and correcting discrepancies, and coordinating the collection process for delinquent accounts. These duties apply to recurring service agreements with standard procedures as well as more complex situations involving incident response cost recovery and grants requiring sensitivity to requirements and deadlines and effective communication with a wide range of internal and external stakeholders.

TREASURY AND INVESTMENT MANAGEMENT: Coordinates cash management activities including initiating weekly and monthly bank transfers and monitoring account balances daily to ensure sufficient funding for operating activities and to maximize interest earned.

FINANCIAL STATEMENTS: In conjunction with monthly financial statement preparation and distribution, performs reconciliation of statement totals to corresponding budget, prior year, and trial balance report totals; and identifies items outside of benchmark targets, researches reasons, and provides explanation of variance. For the Annual Comprehensive Financial Report (ACFR), prepares trial balance and assigned footnotes to the financial statements, and other financial schedules, researching and compiling source data, and ensuring accuracy and compliance with Government Accounting Standards Board (GASB) statements. Researches proposed, new, and existing Governmental Accounting Standards Board (GASB) statements as assigned to determine applicability to the District, anticipate impact, and develop procedures to implement.

CAPITAL ASSETS: On a regular basis, reviews and maintains capital assets transactions records, including tracking project costs, verifying proper categorization of assets, preparing summary reports, and closing and capitalizing completed projects. Escalates to manager decisions on general District practices for asset tracking.

ANNUAL AUDIT: Prepares responses to requests for information from external auditors as assigned, including compiling data and completing schedules.

FIDUCIARY/REGULATORY: Monitors transactions of various fiduciary accounts and prepares various financial schedules and investment reports to District management and Board of Directors. Files required forms and returns with federal and state regulatory agencies.

SPECIAL PROJECTS: Performs work on special projects as assigned which may involve practice standardization, ad hoc research, or process changes.

Standard Functions

SECONDARY FUNCTIONS

Position-Specific Functions

Identifies opportunities for improving accounting practices and internal controls and makes recommendations to manager.

Serves as backup to other Finance personnel during absences or during peak workloads as assigned.

Standard Functions

Other Functions

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Performs other duties as assigned.

JOB QUALIFICATIONS

This section describes the required and preferred education and experience qualifications, followed by competencies associated with performing the job functions. The education and experience minimum requirements below are those typically required for performing the job functions (unless specifically noted to be *preferred*). Equivalent combinations of education and experience may be considered.

Education

Bachelor's degree in accounting, finance, or related field required

Experience

Two years of experience in an accounting position that includes completing a majority of the full-cycle accounting or auditing process functions.

Certifications & Licensures

Certified Public Accountant license preferred

Position-Specific Requirements

Intermediate knowledge of and experience applying Generally Accepted Accounting Principles (GAAP) required; governmental accounting and budgeting knowledge preferred.

Knowledge of and experience applying financial analysis techniques to develop and prepare financial reports.

Ability to prepare and archive records in a manner that facilitates efficient retrieval for review by management and external financial auditors.

Ability to identify and resolve minor problems and utilize good judgment about when to involve supervisors' assistance to resolve issues or address trends.

Advanced skills in Excel.

Standard Requirements

Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.

Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.

Ability to read and understand, and communicate effectively in English, both orally and in writing.

Ability to work calmly in stressful situations with frequent interruptions and remain calm in emergent situations.

TVF&R Core Competencies

Ethical Integrity

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what is preached. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.

Compassion

Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

Drive for Results

Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things seen as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

Decision Quality

Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of one's solutions and suggestions turn out to be correct and accurate when judged over time.

Interpersonal Savvy

Relates well to all kinds of people--up, down, sideways, inside and outside the organization--building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

Dealing with Ambiguity

Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn't upset when things are up in the air. Doesn't have to finish things before moving on. Can comfortably handle risk and uncertainty.

Personal Learning

Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve self. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

PHYSICAL REQUIREMENTS

Ability to perform those physical activities required for performing essential functions, including but not limited to, frequent sitting, ability to be mobile, frequent keyboarding, frequent talking and hearing in person and over the phone, and continual seeing.

Additional Description

N/A

Weight

	Weight	Frequency
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Ability to lift, carry, push, and/or pull weights up to:	N/A	N/A
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Fitness for Duty Assessment

Fitness for duty assessment required:

No

WORKING CONDITIONS

8810--Office Clerical

Work is normally performed in an interior office setting separated from operations. Travel is generally limited to other TVF&R offices, though incidental travel to operational sites within the District and sites outside of TVF&R offices may occur in the performance of job duties. Work in this category involves minimal exposure to hazards or adverse environmental conditions.

Working Conditions--additional description

N/A

JOB CHARACTERISTICS

Complexity of job tasks

Predominant work involves various activities involving different, unrelated, but established processes/methods.

Predominant work involves multiple levels of tasks and subtasks which are interrelated or entangled in ways that differ from one circumstance to another.

What needs to be done involves analysis of available information to identify inter-relationships and select an appropriate course of action from a number of options—some not always evident—requiring sound judgment.

Problem solving

Predominant work activities are undertaken within a general framework of recognized procedures and guidelines.

Some initiative is required in completing still largely procedural tasks.

There is scope for creativity in the way in which these are applied in relation to problem solving.

Judgments involve facts or situations, some of which require analysis.

Lateral thinking is required to generate viable options and the implementation of solutions.

Management responsibility/Resource accountability

No formal supervisory responsibility, though may assist with work familiarization, initial training and support to new or less experienced colleagues.

Prepares routine financial and resource information.

Accountable for effective use of own resources. Uses equipment with reference to established procedures and practices.

Decision making

Predominant decisions are within defined parameters and related to an area of responsibility.

Predominant decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.

Provides information and advice which may be taken into consideration by other decisions makers.

Predominant actions of the role impact operational efficiency and output, or service delivery for a work area over the short to medium term with limited risk exposure.

Accountability to outcomes

Accountable for the setting of own priorities beyond a day-to-day basis.

Accountable for planning own work goals and priorities that align with and achieve own and team outcomes.

Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues on activities.

Accountable for the achievement of own results which contribute to team goals.

Contacts and relationships

Communicate with and provide information and advice to a range of stakeholders.

Liaise with stakeholders and assist to resolve moderately complex issues.

Provide quality advice to stakeholders and deliver a responsive service within an area of expertise.

Represent the work area at internal and, occasionally, external meetings and conferences.

ACKNOWLEDGEMENT

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.

PUBLICATION HISTORY

Creation date

Revision summary (after 2016 Halogen implementation)

9/2/15: Initial conversion.

7/21/16: Significant revisions ahead of replacing current incumbent.

4/11/18: Incorporated revision from job description update project. Salary grade and title changed.

6/1/18: Earlier analysis found position to be FLSA exempt. Corrected on published JD.

6/30/21: Full review; some edits to content. No change in salary grade.

5/9/22: Full review ahead of requisition. Only one minor edit.