

# Staff Report

for the Regular Meeting of the Board of Directors March 28, 2018

**TO:** Board Members

**FROM:** Jana Kolakowski, Human Resources Manager

**DATE:** March 21, 2018

**SUBJECT:** Accountant Job Description Update

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## *HUMAN RESOURCES*

**RECOMMENDATION:**

Approve the attached updated Accountant job description, as recommended by the Administrative Practices Committee on March 6, 2018.

**BACKGROUND:**

Staff has reviewed the current classification of Accountant. After a review of the labor force, future growth within the Accounting Department and other public agency salary data, it is recommended that we expand the Accountant job family. An Accountant I/II will give the District the ability to add a more senior level of accountant allowing for internal growth, and can aid the District's ability to attract a qualified Accountant.

The updated classification remains designated by the General Manager as Unrepresented. A job description was sent to AFSCME as a courtesy.

**BUDGETARY IMPACT:** None anticipated since the Accountant salary has been budgeted in the current fiscal year. The recruitment process, once started, would not yield a new hire until April. If an Accountant II were hired, the increased salary would be covered by the unused Q1 salary budget.

Attachments (4):

- Job Description – Accountant (current)
- Accountant I/II (proposed, with redlines)
- Accountant I/II (proposed, clean copy)
- Accountant Salary Survey

# NEVADA IRRIGATION DISTRICT

## ACCOUNTANT I/II Range B19/37 – BOD ~~10/11/2017~~ XX/XX/2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under direction performs a variety of professional accounting duties related to preparing of financial statements, reviewing fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted accounting practices.

### DISTINGUISHING CHARACTERISTICS

Accountant I. This is the entry level class in the Accountant series. Positions in this class typically have at least 3 to 5 years of related work experience. The Accountant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks.

Accountant II. This is the journey level class in the Accountant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### SUPERVISION RECEIVED AND EXERCISED

Accountant I  
Receives immediate supervision from the Controller.

Accountant II  
Receives general supervision ~~direction~~ from the Controller.

May exercise technical and functional supervision over assigned technical and administrative support personnel.

# NEVADA IRRIGATION DISTRICT

Accountant I/II

## **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### Essential Functions:

1. Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.
2. Assist in the preparation of annual financial reports; gather, research, compile and analyze data for the District's Annual Financial Report; review, reconcile, and prepare annual audit spreadsheets, reports and journal entries.
3. Examine accounting transactions to ensure accuracy; corrects financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verifying availability of funds and accurate coding and classification of expenditures; research and analyze transactions to resolve problems.
4. Recommend or implement changes in accounting and auditing systems and procedures; participate in operating and testing a variety of automated office and computerized financial information systems.
5. Participate in the District's annual external audit and year-end closing activities; prepare audit schedules; participate in regulatory agency audits.
6. Create new funds, divisions, departments and accounts as required for financial and payroll purposes.
7. Participate in the reconciling and analysis of Capital Improvement Program and Capital Asset Program activities; creates new contract/project numbers; analyze projects for funding needs.
8. Gathers, researches, compiles, tabulates and analyzes data for special projects, as assigned.
9. May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.
10. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

# NEVADA IRRIGATION DISTRICT

Accountant I/II

11. Perform related duties as assigned.

## QUALIFICATIONS

### Accountant I

#### Knowledge of:

Principles and practices of Generally Accepted Accounting Practices.

Principles and practices of governmental accounting, auditing, and financial reporting.

Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting and auditing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Basic mathematical operations

~~Principles and practices of technical and functional supervision and training.~~

#### Ability to:

Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

Use automated office and computerized financial information systems.

Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards.

~~Provide technical and functional supervision over assigned staff and effectively train staff.~~

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

#### Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

## NEVADA IRRIGATION DISTRICT

Accountant I/II

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

### **EXPERIENCE AND EDUCATION GUIDELINES**

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

#### Experience:

Three to five years of responsible professional accounting experience, preferably with a governmental agency.

#### Education:

A minimum of a Bachelor's degree from an accredited college or university in accounting, finance or a related field.

#### License:

Possession of, or ability to obtain, a valid CA driver's license.

### Accountant II

In addition to the qualifications for the Accountant I:

#### Knowledge of:

Principles and practices of government accounting as established by the Governmental Accounting Standards Board.

Elements of the District's Comprehensive Annual Financial Report

#### Ability to:

Consult with other District departmental staff to review and update procedures as they pertain to information provided to the Finance department for financial reporting.

Review and make recommendations to the Controller on current a new financial reporting tools and systems.

Contribute to the Comprehensive Annual Financial Report when requested.

#### Experience:

## NEVADA IRRIGATION DISTRICT

Accountant I/II

Six to eight years of responsible professional accounting experience, preferably with a governmental agency or a minimum of five years responsible experience in the Accountant I classification.

Education:

A minimum of a Bachelor's degree from an accredited college or university in accounting, finance or a related field.

### WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to 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 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

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Accountant I/II

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Accountant\_Sample Survey

Organization	Position	Low	High	Salary Schedule Date
<b>Water/Utility Agencies</b>				
YCWA	Accountant - GL	\$ 80,019	\$ 97,264	July 2017
El Dorado ID	Accountant	\$ 67,849	\$ 82,472	Jan. 2017
Modesto ID	Sr. Accountant	\$ 72,936	\$ 93,360	Dec. 2016
SMUD	Accountant -E	\$ 66,216	\$ 85,162	Jan. 2018
SMUD	Accountant - J	\$ 82,680	\$ 106,296	Jan. 2018
<b>Cities/Counties</b>				
Placer County	Accountant-Senior	\$ 73,375	\$ 89,188	Jan. 2018
City of Roseville	Accountant II	\$ 61,934	\$ 87,148	Jan. 2018
<b>U.S. Labor Statistics</b>				
Bureau of Labor Statistics - Sac Metro Area	Accountants & Auditors	\$ 67,670.00	\$ 98,950.00	May 2016

**Average \$ 71,584.88 \$ 92,480.00**

**Nevada Irrigation District - Current**

NID	Accountant	\$ 60,985	\$ 74,110	WOB19
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**Nevada Irrigation District - Proposed**

NID	Accountant I	\$ 60,985	\$ 74,110	WOB19
NID	Accountant II	\$ 66,684	\$ 81,057	WOB37