



Accountant I

DEFINITION

Under supervision, performs and assists in professional accounting work of moderate difficulty in support of the accounting function. May exercise technical and functional oversight over accounting support staff and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the professional accounting series, and incumbents are assigned work of moderate difficulty. As experience is gained, assignments are more general and the degree of independent action may become greater. This class is distinguished from the journey level Accountant II by performance of the more routine tasks.

Positions in the Accountant class series are flexibly staffed; positions at the Accountant II level are normally filled by advancement from the Accountant I level; progression to the Accountant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Accountant II level.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following:

- Prepares, records, reviews and analyzes a variety of financial, budgetary and cost records and reports;
- prepares journal entries, posts and balances general ledger accounts;
- prepares invoices for amounts due; prepares correspondence regarding various accounts;
- classifies and verifies invoice charges to proper ledger and budget accounts;
- may consult with District personnel concerning accounting records and procedures;
- enters financial data in an ERP integrated computer system and reconciles the output;
- reviews completed work for compliance with established procedures, accuracy and proper grammar; makes corrections as necessary;

- assists in preparation of financial statements in compliance with generally accepted accounting principles;
- may reconcile bank accounts, fixed assets, accounts receivable, and other general ledger accounts;
- consults with other departments and outside auditors concerning accounting records and procedures;
- assists with completion of annual financial and other audits; and
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Accounting, auditing and budgetary principles, procedures and terminology;
- computerized accounting and financial reporting;
- spreadsheet, and word processing software;
- basic payroll processing and procedures; and
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Prepare financial and accounting reports;
- read and interpret reports;
- prepare clear and concise reports and correspondence;
- use a computerized accounting system;
- make mathematical calculations with speed and accuracy;
- prepare accounting journals and worksheets;
- analyze general ledger accounts;
- communicate effectively on the telephone and in person;
- establish and maintain effective working relationships with those contacted in the course of work; and
- understand and carry out written and oral instructions.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be:

- Education and experience equivalent to graduation from college with a bachelor's degree in accounting, finance, business administration or other closely related field; and
- one year of accounting experience is desirable.

LICENSES AND/OR CERTIFICATIONS

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles, and satisfactory driving record.

INTERNAL PROMOTION CRITERIA:

For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by laws." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

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Established: July 1985
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