



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE ACCOUNTING MANAGER	
DEPARTMENT: FINANCE	SUPERVISOR: DIRECTOR OF FINANCE/ INFORMATION SYSTEMS
FLSA STATUS: EXEMPT	INCUMBENTS(S):
SII CODE: 5306	REVISION DATE: 2017-04-07
REPRESENTED BY: NON-REPRESENTED	REVIEW DATE: 2020-04-22

JOB SUMMARY:

Plans, coordinates and manages the activities of the Accounting Department, including General Ledger, Accounts Payable, budget and CIP activity reports, year end statements and schedules. Incumbent is responsible for coordinating the activities of the department with other units within the District where financial or accounting functions may occur, in order to maintain complete financial records of the District. Individuals assigned to this classification will supervise accounting staff and will make recommendations to improve and enhance the District's financial operations as appropriate.

Work is generally performed with little or no supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Supervises Accounts Payable and General Ledger functions, reviewing and approving data entry and coding for accuracy.
- Prepares semi-monthly payroll, including the processing of employee payments, and reporting of all payroll information to departmental managers, as well as quarterly and annual regulatory reports.
- Evaluates the performance of Accounting department staff.
- Prepares period reports of revenues and expenditures and Statement of Cash Flows using BARS accounting system. Distributes spreadsheets to management; prepare extracts for Board review. Prepares additional reports for distribution to various managers throughout the District, along with the CIP and developer reports.
- Maintains subsidiary ledger for CIP, as part of the job costing process. Prepares supplemental CIP reports as requested by management.
- Prepares or oversees preparation of data and information used to complete the District's annual financial statements. Prepares necessary monthly and yearly schedules to support financial data in the financial statements of the District.
- Maintains the Chart of Accounts.

- Reviews account reconciliation reports to ensure that amounts in various District funds and the petty cash fund are correct.
- Prepares and submits the Division's budget request for each year.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Attend District management meetings and participate in special projects as assigned.

EDUCATION AND EXPERIENCE:

- B.A. or B.S. in business, accounting or related field five (5) years related experience; CPA required.

KNOWLEDGE SKILLS AND ABILITIES:

- Comprehensive knowledge of governmental accounting principles, financial reporting and general business; in particular, knowledge of Washington State Budgeting, Accounting and Reporting System (BARS) and proprietary fund accounting.
- Familiarity with common word processing, spreadsheet and database software.
- Knowledge of and experience using automated financial systems.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

MANAGERIAL REQUIREMENTS:

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.

SPECIAL REQUIREMENTS:

- Depending on area of assignment, must have valid WA State Driver's License.

WORK ENVIRONMENT:

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	O		
Walking	O		
Driving	O		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	N		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	O		
Handling/Grasping	O	Pinch Grasp %	Whole Hand Grasp %
<i>Comments for line above:</i>			
Fine Finger Manipulation	C		
Talking	C		
Hearing	C	Indoors %	Outdoors %
Seeing	C		
Temperature Extreme	N		
<i>Comments for line above:</i>			
Vibration	N		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.