



**CENTRAL MARIN SANITATION AGENCY**

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

**JOB DESCRIPTION**  
**Senior Accountant/Analyst**

**SUMMARY**

Under general direction of the Administrative Services Manager, the Senior Accountant/Analyst plans, organizes, and performs the full range of professional level accounting and audit work in support of all agency financial activities, including budgeting, financial reporting, account reconciliation, and forecasting; coordinates the development and production of the Agency's bi-annual budget, the annual Comprehensive Annual Financial Report (CAFR), and the annual Popular Annual Financial Report (PAFR); may coordinate the annual external audit; prepares financial, administrative, and organizational analysis; and performs related work as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, the following:

- Maintains the general ledger; reviews cash receipts; performs bank reconciliations of cash and investment accounts including recording investment income and expenses; performs account analysis and reconciliation; and prepares adjusting journal entries as necessary including recognition of deferred revenue and amortization of prepaid and other deferred amounts.
- Ensures timely maintenance of the general ledger for up-to-date postings and account balances.
- Backs-up and provides functional support to administrative staff and others as needed.
- Performs month-end and year-end close, including roll-forward of account balances and chart of accounts for the new fiscal year.
- Prepares monthly and quarterly budget reports, and revenue, expense, and capital analysis for distribution to Agency management and Board.
- Coordinates accounting for capital projects including construction-in-progress; reviews contracts, monitors budget, and prepares capital asset tracking schedules and budget-to-actual reports ensuring completeness and accuracy.
- Maintains cost and reimbursement records for capital improvement projects with special funding sources in accordance with OMB Circular A-133 requirements, as applicable.
- Maintains fixed asset schedule.
- Assists with year-end audit workpaper preparation and auditor inquiries; complies with and prepares calculations, documents, reports, and schedules for the annual external audit.
- Coordinates the development and production of the Agency's bi-annual budget, the annual audited financial statement, the CAFR, and the PAFR.
- Researches and analyzes a variety of financial and statistical information.
- Serves as the system administrator for the Agency's financial system.
- Under direction, may lead, plan, and conduct financial, administrative, and activity studies; collect and analyze data, evaluate alternatives, and make recommendations. May assist in or coordinate implementation of recommendations after approval.

- Assists in the documentation of financial operating procedures such as payroll processing, tax reporting, accounts receivable, and revenue collections, etc.
- Under direction, may lead or conduct performance audits of selected functions, such as employee leave balances and inventory of parts and equipment.
- Perform public counter, telephone, and reception duties as needed.
- Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors, and others as required.

### **SUPERVISORY RESPONSIBILITIES**

This position does not directly supervise staff. This position may be required to oversee or lead projects that involve other Agency employees.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and/or Experience**

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, or a closely related field. Six years of progressively responsible professional work experience in accounting or a closely related field. Work experience in a governmental or a public utility setting is desirable.

#### **Interpersonal Skills**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, representatives from other governmental agencies, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled; and to work the hours as agreed upon and scheduled.

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and financial reports. Ability to write reports, business correspondence, and document procedure. Ability to effectively present information and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

#### **Mathematical Skills**

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability**

Ability to plan and carry out various analytical studies in area(s) of assignment: define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret, apply and explain laws, rules, regulations, and policies. Ability to exercise sound judgment with general policy guidelines. Ability to organize own work, coordinate multiple projects, and meet critical deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS**

A certified public accountant (CPA) designation by the American Institute of Certified Public Accountants (AICPA) is desirable.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus. Examples of the physical demands for this position, including their activity and duration, are available from Administration.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

<b>Job Title:</b>	Senior Accountant/Analyst
<b>Department:</b>	Administration
<b>Reports To:</b>	Administrative Services Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Issue/Rev Dates:</b>	May 2020