

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** BOOKKEEPER
2. **Employment Classification:** Non-Exempt
3. **Department:** Fiscal
4. **Reports To:** Chief Financial Officer
5. **Fundamental Objective:** Under the direction of the Chief Financial Officer, performs a variety of bookkeeping and accounting functions. Responsibilities include, but are not limited to: processing accounts payable and payroll; maintaining capital asset records and inventory listing; performing analysis and reconciliation of accounts payable and receivable, payroll, and other functions; and maintaining records and reporting the District's financial operations.
6. **Level of Supervision Required:** Minimal. Direction is provided by the Chief Financial Officer.
7. **Supervisory Responsibilities:** None.
8. **Essential Job Duties and Responsibilities:**
 - A. Maintain a complete and systematic record of all financial transactions of the District in the general ledger according to generally accepted accounting practices.
 - B. Reconcile cash accounts on monthly basis and initiate transfers between accounts as necessary.
 - C. Reconcile fixed assets and maintain related asset records.
 - D. Assist auditors during annual independent audit and workers' compensation audit.
 - E. Maintain and/or recommend development of internal audit controls so District personnel properly accounts for receipts and makes expenses as authorized by the board.
 - F. Organize and maintain the accounts payable system from receiving invoices, processing payments to printing and mailing checks. Prepare Report of Accounts Payable for Finance Committee and Board of Directors.

- G. Prepare, maintain and distribute, as necessary, payroll information, including but not limited to: paychecks; tax, retirement and unemployment reports and related deposits; W-9 and 1099 - Miscellaneous forms; bi-weekly Report of Vacation and Sick Leave for employees; W-2s and related reports.
- H. Maintain miscellaneous employee records (e.g. clothing allowance, boot allowance, employee assistance program, deferred compensation program) and prepare payments as necessary.
- I. As required by the California Occupational Safety and Health Act and the Indian Wells Valley Water District's Safety Manual, responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures and techniques required for all tasks or circumstances.
- J. Perform other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the Accountant, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. Skills and Abilities:

A. Knowledge of:

- 1. Reading, mathematical, written language, and verbal skills necessary to perform the essential functions of the job. Mathematical knowledge includes understanding calculations to add, subtract, multiply, and divide all units of measure.
- 2. Accounting theory, principles and practices, and their application to a wide variety of accounting transactions and problems.
- 3. Laws, ordinances and regulations governing the financial operations of the District and its departments.
- 4. Principles of auditing.

B. Ability to:

- 1. Analyze and evaluate accounting problems and develop appropriate data in preparation of financial reports and statements.

2. Accurately audit accounting records.
3. Assist with the preparation of operating and capital improvement budgets.
4. Insure the accuracy of posting to accounting journals and ledgers.
5. Prepare a variety of financial reports.
6. Accurately process payroll and accounts payable on a timely basis.
7. Follow written and oral instructions.
8. Keep written records and make written and informal oral reports.
9. Communicate with office personnel, co-workers, and the public.
10. Maintain sound and cooperative working relationships with co-workers, supervisors, and management to insure output of a good and efficient product or service.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of professional level accounting experience, preferably in a government agency.

Education: High School Diploma or equivalency and college level training in bookkeeping and/or accounting.

Certifications: None.

Licenses: None.

Must also successfully complete physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands/Requirements:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.