



Accounting Analyst Job Description

Monthly Salary Range: \$8,481.90 – \$10,459.08

Ideal Candidate

Are you a self-starter with great attention to detail? Are you flexible and able to work in a fast-paced environment? Do you have experience in performing accounts payable and payroll? Are you an advanced user of MS Excel? If so, we want to hear from you.

About the Position and Department

This is an hourly, non-exempt position. This position is in the administrative office and reports directly to the Finance and Accounting Manager. This position will be part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels. The Administrative office is responsible for Customer Service, Meter Services, Accounting, Accounts Payable and Payroll.

Essential Functions

- Performs daily bank reconciliations and audits daily cashing activities and initiates the related posting of subledger transactions. Prepares cash flow projections, reports changes in cash and bank balances to the Finance and Accounting Manager.
- Performs daily work order activities including, setting up, closing, posting, adjustments and reconciling/auditing.
- Monitors, analyzes, maintains records, and prepares, as necessary, billings, deposits, payments, collection, contractual obligations, and supporting documentation related to cell-sites, rental income, deferred billing, or other miscellaneous billing.
- Performs bi-weekly Accounts Payable, processes P.O.'s and Utility Billing Reimbursements for payment.
- Updates and maintains records for prepaid expenses at Fiscal Year End.
- Performs the data entry for all new services into the Utility Billing Software.
- Recommends and implements changes in accounting systems and procedures including internal controls, process improvements and new District functions.
- Performs departmental and cross-functional special projects including ad hoc requests.
- Maintains documentation of related departmental Standard Operating Procedures and cross-training of backup personnel.
- Performs budgeting, reconciliation, and monitoring of property tax receivables; prepares necessary documents related to the submission of property tax information to the County of Contra Costa.
- Performs monthly payroll, updates personnel records, maintains salary, tax, benefit and deduction changes within the payroll software.

Other Duties and Requirements

- Performs related duties as assigned.
- Comply with all District policies throughout employment.

Knowledge, Skills & Abilities

Diablo Water District evaluates candidate qualifications based on an equivalent combination of education and experience. For example, if a candidate does not possess a college degree (applicable to some jobs) but possesses double the number of years required relevant experience, this may satisfy the minimum job requirements. Accordingly, candidates of all education/experiential backgrounds are encouraged to apply.

- Governmental Accounting Experience *Preferred*.
- Two (2) years experience of professional accounting work in analyzing and maintaining accounting and financial records and reports that include Accounts Payable and Payroll.
- Bachelor's degree in Accounting, Finance or Business Administration *preferred*.

Required Licenses and/or Certifications

- Maintain a valid California Class C Driver License throughout employment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Environmental Factors

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Ability to navigate uneven surfaces, with or without assisting devices.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Typical Physical Activities

Diablo Water District supports modern ergonomics and safety protocols in all of its daily practices.

- Communicates orally with District staff and the public in face-to-face, one-to-one settings.
- Regularly uses a telephone and email for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Ability to lift and carry 30 pounds, bend, crouch, and stoop to perform routine office functions.

***Diablo Water District offers excellent benefits, a competitive salary,
and a diverse and inclusive work environment.***