

ENCINA WASTEWATER AUTHORITY

DATE: September 2022 (revised)
POSITION TITLE: Accounting Supervisor
DEPARTMENT: Administration
REPORTS TO: Director of Finance
FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the general direction of the Director of Finance, oversees the timely and accurate accounting and internal financial control duties associated with accounts payable, accounts receivable, payroll, procurement, inventory control and financial reporting. Supervises the work of staff performing accounting, accounts payable/receivable, analysis, payroll, procurement, inventory control duties and financial reporting; makes recommendations and assists in policy, procedure, and budget development. Performs related duties as assigned.

SUPERVISORY DIMENSIONS: Exercises both direct and general supervision of all Accountants, the Procurement Specialist and Inventory Control Specialist

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practice and promote the Authority's Mission, Vision, and Values.
- Supervise, plan, direct and coordinate work of assigned staff; establish and advise staff of performance requirements; ensure that employees follow policies and procedures; write and conduct performance evaluations; provide support, mentoring, and coaching for performance improvement and development.
- Use Enterprise Resource Planning (ERP) MUNIS software to oversee accounting transactions as well as maintaining appropriate financial systems general ledgers.
- Participate in the preparation of month-end, quarter-end, and annual financial reports including the Annual Comprehensive Finance Report (ACFR); understand and apply current knowledge in GAAP, FASB, and GASB; coordinate with auditors with scheduled audits and special projects.
- Administer the bi-weekly accounts payable process ensuring all payments are accurate and deadlines are met.
- Administer the accounts receivables invoices process.

- Execute detailed review of Accounts Payable, Accounts Receivable and Payroll transactions and reconciliations.
- Lead and train other staff with the efforts of processing vendor invoices; vendor updates, account history records, invoices, requisitions, purchase orders, budget transfers and receiving documents conform to the requirements of EWA's Purchasing Policy.
- Leads the Authority's purchasing, warehouse, and disposal activities.
- Preparation, file and report sales and use tax, fuel tax returns and 1099 statements, W-2's and 1095-c., and quarterly Federal and State tax returns.
- Facilitate the cash management functions such as cashflow sheet monitoring, check disbursements, eft's and positive pay reporting.
- Lead the process of developing and updating departmental procedures and make procedural and process recommendations.
- Lead the process of compiling budget performance reports; work with supervisory staff and extension of staff to resolve any budget variances.
- Lead the preparation and recording of miscellaneous cash receipts.
- Review petty cash disbursements and reconciliation.
- Maintain vendor files to ensure the EWA maintains compliance with state and federal reporting requirements.
- Monitor and record capital improvement program expenses by contract management. Communicate significant project level developments and variances to supervisory staff.
- Train and lead the process of preparing member agency wastewater services billings, fats oils and grease services, fertilizer sales, brewery waste, resource sharing, laboratory services, non-routine compliance, and other invoices in compliance with applicable administrative procedures.
- Oversee the processing of payroll; ensure conformance with contracts and administrative policies, regulations, and FLSA; verify hours worked; verify pay increases using financial system data for current payroll period; reviews and edits documents, correct errors; and balance payroll for each pay period, and conformance with Board-approved benefits
- Lead the processing and/or reviewing of payroll checks for routine and miscellaneous pays; update payroll accruals including annual and sick leave used balances; balance fiscal year end payroll to the general ledger.
- Lead the process of bi-weekly payroll cost allocations.

- Lead the reconciliation of bi-weekly payroll journal entries for input.
 - Reconcile bi-weekly payroll which will aid in the preparation of the quarterly and annual payroll filings related to the state DE9 and federal 941.
 - Lead the process of submitting the bi-weekly California Public Employees Retirement System (CalPERS) reports and monitor employee contribution and service crediting.
 - Lead the efforts for reporting 457 earnings for all employees.
 - Lead the efforts for tasks associated with annual independent audit.
 - Update and prepares vendor credit letters.
 - Lead the process of office supply ordering for various departments.
 - Performs other duties of a similar nature or level.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Ability to supervise, train, and develop maintenance personnel and supervise assigned personnel as required.
- Ability to design and implement modern accounting practices, procedures and internal controls; maintain and ensure internal control procedures and accounting standards through a periodic and systematic review process.
- Ability to learn, interpret and apply complex federal, state, organizational and departmental policies, procedures, rules and conventions; understand and follow directions.
- Ability to work with employees and vendors in a tactful and diplomatic manner to establish and maintain cooperative working relationships.
- Excellent oral and written communication skills.
- Ability to make complex arithmetical computations; general understanding of and experience with computer uses in financial management; and, extensive involvement with processing accounts payable, accounts receivable and payroll.
- Ability to use a personal computer for a variety of financial and reporting applications including Microsoft Office Suite and Enterprise Resource Planning Systems.
- Principles and practices of basic record keeping.
- Proper English usage, including spelling, grammar, and punctuation.

EDUCATION AND EXPERIENCE REQUIREMENT: Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include: Graduation from an accredited four-year college or university with a Bachelor's degree in accounting or related discipline, and five (5) years of municipal or closely related accounting experience. At least two years of supervisory experience is desired.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Certified Public Accountant is preferred

Note: Failure to maintain a valid California Driver's License constitutes cause for termination.

CONFIDENTIALITY STATEMENT: This position requires access to documents and/or records that may be considered confidential. Material of this nature must be handled appropriately to maintain its confidential nature. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings, and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

QUALIFICATIONS: Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.