

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
ACCOUNTING MANAGER**

**CLASS TITLE: ACCOUNTING MANAGER**

**DEFINITION**

Under general supervision, manages and performs a variety of complex professional accounting tasks in support of the District's financial, accounting and administrative functions. Coordinates financial reporting and month-end closing; knows current GASB guidelines and ensures compliance with the District's policies, procedures, and regulations; oversees utility billing, accounts receivable and collections; accounts payable; account reconciliations; banking; budget preparation and rate study coordination; prepares analytical reports for presentation to management and other end users; monitors the District's Capital Improvement Program; and performs other financial related activities and special projects as assigned. Serves as a key liaison with the District's auditor.

**DISTINGUISHING CHARACTERISTICS**

This position reports to the General Manager and serves in a key accounting and compliance oversight role for the District. The position supervises the Utility Billing function and other accounting positions, as assigned; also supports the District's Administrative Services/Office Manager.

**EXAMPLES OF DUTIES**

*Duties may include, but are not necessarily limited to:*

- Oversees the accounting operations of the District including general ledger, utility billing; accounts receivable; collections; accounts payable, financial reporting, cash flow management; budget and activities.
- Provides timely and accurate financial reporting, including analyses of actual vs. budget variances for District Management and the Board of Directors.
- Ensures that effective internal controls are in place to minimize risks and to safeguard the District's assets; ensure accuracy of records; promote operational efficiency; and to encourage adherence with applicable federal, state and local regulatory laws and rules for financial reporting.
- Serves as a primary liaison with the District's auditors during the annual audit process and in the preparation of the District's Annual Financial Report.
- Prepares regulatory and other reporting including loan compliance certificates and State Controller reports.
- Coordinates preparation of the annual budget and Capital Improvement Program.
- Serves as a key contact with the District's Rate Consultant in the development of the District's Cost of Service Analysis and Financing Plan utilized in development of the

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District's rates to ensure rate equity and compliance with applicable laws and regulations.

- Oversees implementation and ongoing support of the District's Enterprise Systems including Utility Billing and Financial Software; Advanced Metering Infrastructure Software; Customer Engagement Software, GIS and Asset Management Software.
- Provides support to the District's Administrative Services/Office Manager.
- Performs other duties as directed by the General Manager.

**MINIMUM QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Training and Experience:**

Graduation from a four-year college or university with major course work in accounting, finance, business or a closely related field and four years of progressive accounting experience, including some supervisory experience. Experience performing accounting functions for a water district, utility agency, or other special district is desirable.

**Knowledge of:**

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB.)
- Principles, practices, methods, procedures and techniques used in governmental accounting, financial administration and budgeting.
- Financial statement preparation and financial reporting; financial analysis.
- Internal controls and processes and controls to ensure separation of duties and safeguarding of the District's asset.
- The District's Policies and Procedures and Regulations, and other pertinent regulatory requirements.
- Enterprise computer applications, MS Office applications.
- Techniques for account analyses and reconciliations.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing
- Respond to emergency and problem situations in an effective manner
- Understand, explain and apply policies and procedures.
- Plan, organize, schedule, and coordinate activities and set priorities.
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public.
- Supervise, motivate, and train District employees in accounting related functions.

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**Skill In:**

- Leading and mentoring Staff.
- Attending to detail; troubleshooting; employing checks and balances and problem identification and solving techniques.
- Thinking through complex issues and recommending sound alternatives and solutions.
- Preparing spreadsheet analyses; data manipulation.
- Reviewing the work of others for accuracy.
- Principles and practices of business management.
- Verbal and written communication.
- Multitasking.

**Licenses/Certificates:** Possession of a valid Class C California State Driver's license.

**PHYSICAL REQUIREMENTS**

Incumbent must be able to function in an office environment in work primarily of a sedentary nature, and be able to perform the following, with or without reasonable accommodation:

- Sit, often for long periods of time
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Turn head and trunk
- Move about on smooth surfaces
- Stand
- Lift and carry (maximum 35 pounds)
- Reach, twist and bend

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*