

**Phelan Piñon Hills Community Services District  
Job Description**

JOB TITLE: Finance Supervisor/Accountant

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<b>EXEMPT:</b>	No	<b>SALARY LEVEL:</b>	35
<b>DEPARTMENT:</b>	Administration	<b>APPROVED:</b>	11/1/2022
<b>REPORTS TO:</b>	Asst. General Manager/CFO		

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**SUMMARY:**

Under limited direction and supervision of the Assistant General Manager/CFO, the Finance Supervisor/Accountant plans, organizes, coordinates, and supervises financial activities of the District; supervises subordinate finance staff; prepares the District's budget & audit reports; applies principles of accounting to analyze financial information and prepares financial reports; processes payroll; administrates the CalPERS retirement program; assists with administration of the District's benefits programs in conjunction with Human Resources; compiles and maintains records of business transactions and District activities, and; provides administrative and customer assistance by performing some or all of the duties below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Responsibilities and duties may include, but are not limited to, the following)

- Performs complex financial analysis of financial information and financial reports in compliance with GASB.
- Complies and analyzes financial information to prepare and perform entries to accounts.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Audits contracts, orders, and vouches, and prepares reports to substantiate individual transactions prior to settlement.
- Prepares financial statements and support schedules according to District timelines.
- Conducts monthly closing procedures and prepares accurate monthly financial statements.
- Prepares account reconciliations, such as cash, liabilities, fixed assets, payroll accruals, and supporting sub-ledgers.
- Researches and resolves account reconciling items.
- Reconciles and maintains balance sheet accounts and prepares analysis of accounts as requested.
- Makes recommendations regarding the accounting of reserves, assets, liabilities, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Prepares the District's budget in collaboration with District department heads.

- Prepares audit package for external audits.
- Prepares and completes journal entries.
- Prepares and completes general ledger operations.
- Resolves accounting discrepancies and irregularities.
- Conducts yearly closing procedures and prepares reports.
- Prepares payroll and all related payroll-related processes in an accurate, compliant, and timely manner.
- Administers CalPERS retirement program, including completing all reporting, reconciliations, and entering updates as needed, into appropriate programs and documents.
- Oversee compliance with statutory reporting and filing requirements.
- Reviews and processes expense reports.
- Conducts audits of franchised hauler and lessees, as necessary or requested.
- Implements and maintains internal financial controls.
- Makes certain all financial reporting deadlines are met.
- Provides day-to-day leadership to ensure a high performance, customer-service oriented work environment that supports achieving the District's mission, objectives, and values.
- Prioritizes, assigns, evaluates, and supervises the work of all assigned personnel.
- Conducts disciplinary actions, as necessary.
- Provides coaching and guidance for performance improvement and development; directs and oversees the training of new finance personnel.
- Plans and implements financial activities; modifies departmental procedures and processes; creates quality assurance tools to ensure completion, quality, and timeliness.
- Conducts formal performance appraisals, participates in a variety of personnel actions, such as hiring, counseling, training, promotion, discipline, and termination.
- Assumes difficult and specialized situations involving upset and dissatisfied customers and requiring sensitivity and sound judgement; takes action to resolve complaints where appropriate, including waiving of delinquency charges, deposits, and late charges; preparing payment agreements; receiving and responding to correspondence, telephone calls, and other methods for receiving customer requests and/or complaints.
- Attends and participates in professional group meetings; stays informed of new trends and innovations in utility billing and finance; directs and participates in the incorporation of new developments into program areas, as appropriate.
- Oversees daily processing of customer payments and receipts; ensures daily reconciliation of cash registers and online credit card and other payment methods; ensures proper documentation for deposit transfers and refunds.
- Performs related duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Conducts accounts receivable and accounts payable processes.
- Inputs inventory and prepares reports.
- Coordinates service orders and purchase orders in conjunction with inventory.
- Monitors and resolves banking issues.
- Updates status sheets and prepares reports and billing.
- Analyzes construction and work-in-progress (job costing) and makes adjustments as needed.
- Provides back-up customer service as needed.

**QUALIFICATION REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of, and the ability to maintain, a valid California Driver's License with a satisfactory driving record is required.
- Possession of, and the ability to maintain, current driver's insurance is required.

**EDUCATION AND/OR EXPERIENCE:**

- Possession of Bachelor's degree from an accredited college or university with major coursework in finance, accounting, bookkeeping, business administration, or a related field, or a majority of coursework completed with intent to complete degree program.
- A minimum of seven (7) years related experience, or training and education, or a combination of training and education necessary to meet the minimum requirement.
- A minimum of three (3) years of governmental accounting experience.
- Experience in a public utility setting is highly desirable.

**KNOWLEDGE OF:**

- Generally accepted accounting principles and practices.
- Auditing practices and principles.
- Finance principles, financial reporting, and financial recordkeeping.
- Local, state, and federal laws regarding accounting, finances, and taxation.
- In-depth knowledge and experience of payroll calculation and processing.
- Principles of supervision.
- Technical accounting skills.
- Accounts payable, receivable, and inventory processes.

- Modern office procedures, methods, and equipment, including computers, software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Accounting mathematics and calculations.
- Customer service techniques, practices, and principles.
- Principles and methods of business correspondence, recordkeeping, and filing.
- Correct English usage, including spelling, grammar, and punctuation.
- District personnel rules and policies.

**ABILITY TO:**

- Perform a variety of responsible accounting duties in assigned accounting system, function, or program area.
- Complete work in a timely manner.
- Conduct problem identification and analysis.
- Make informed decisions concerning job-related components.
- Perform a variety of accounting, fiscal, and statistical record keeping duties, including maintaining and reconciling a variety of records and files, and performing month-end & year-end closing activities.
- Import/export data from a variety of sources and create complex spreadsheets.
- Review financial records, reports, and related documents; identify discrepancies and resolve problems related to assigned area of responsibilities.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Maintain confidentiality of employee-related data.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.
- Provide tactful and courteous service to the public.
- Work overtime, as needed, including District events occurring on weekends.

**TYPICAL PHYSICAL DEMANDS:**

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Write or use keyboard to communicate through written means.

- Perform simple grasping and fine manipulation of objects.
- Travel occasionally by automobile in conducting District business.
- Occasionally travel by airplane in conducting District business.
- Regularly required use of hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to sit.
- Occasionally required to stand, walk, stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.