



**DECEMBER 2018
FLSA: EXEMPT**

PRINCIPAL ACCOUNTANT

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, performs a wide variety of complex professional accounting duties requiring advanced experience, knowledge, and competency; maintains general ledger accounts including assets, liabilities, equity, revenue, and expenses; prepares monthly, quarterly, and annual financial reports; performs debt service management, and administers liability claims; provides technical accounting assistance to other departments; provides interpretation of accounts, methods, and financial records; provides subject matter expertise and functional and technical direction to lower level staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the fifth of five (5) levels within the finance job series. Employees perform the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of public sector accounting. Employees at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility and provide leadership to less experienced staff. Responsibilities may include the oversight of programs and/or projects. Assignments at this level have significant impact on the District's operations and require broad knowledge of accounting/finance standards and best practices with an in-depth knowledge relative to specialty area. This class is distinguished from the Accounting Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of a work section and for the full supervision of assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Maintains general ledger accounts including assets, liabilities, equity, revenue, and expenses; prepares monthly, quarterly, and annual journal entries and reconciliations of activity to the general ledger.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs general ledger analysis including analyses of quarterly expenses; reconciles various asset, liability, and expense accounts in the general ledger.
- Prepares monthly, quarterly, and annual financial reports; participates in the preparation of the

- Comprehensive Annual Financial Report; prepares the State Controller's Report.
- Coordinates external audit activities; serves as liaison between external auditors and District staff; prepares annual schedules for external auditors and respond to questions.
 - Compiles data for and prepare budget estimates for the current year; makes recommendations for the upcoming year.
 - Performs debt service management duties; prepares monthly charts, reconciles trade confirmations, and maintains daily and weekly interest rate databases.
 - Administers the District's risk management liability claims; prepares payment vouchers related to debt service and liability claims; maintains accurate files to support debt service, and risk management operations.
 - Responds to requests for information regarding sewer service and permit fees; reviews appeals for refund of sewer service and permit fees; analyzes information and provides recommendation for adjustments.
 - Accounts for revenue brought into the District including placement of current fees on property tax bills; evaluates and makes recommendations on new revenue sources or changes in existing revenue structures.
 - Provides technical accounting assistance to other departments; researches inquiries; prepares reports to monitor project expenses.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management and accounting; researches emerging products and enhancements and their applicability to District needs.
 - Provides leadership and guidance to others when assigned to programs and/or projects. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; develops and implements work improvements.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally accepted principles, practices, and methods of public and governmental accounting and financing.
- Methods and techniques of accounting and general ledger maintenance.
- General principles and practices of data processing and its applicability to accounting and governmental agency operations.
- Advanced principles and applications of critical thinking and analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Principles and practices of business organization and public administration.
- Modern and complex principles and practices of financial record keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic principles and practices of leadership.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and promote the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Train others on proper work procedures.
- Apply critical thinking and analysis to a broad range of situations and in decision making and problem solving.
- Identify and implement effective course of action to complete assigned work.
- Perform the most complex accounting work in support of the maintenance of the general accounting, budget, and cost systems of the District.
- Provide specialized or general analysis support in various accounting functions.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Maintain general ledger accounts and prepare appropriate journal entries.
- Perform general ledger analysis.
- Administer the District's risk management liability claims.
- Analyze trends in revenues and expenditures to determine future problems or opportunities facing District operations.
- Respond to requests and inquiries from the general public.
- Utilize a computer, relevant software applications and/or other equipment.
- Provide assistance to higher level accounting staff in various aspects of the accounting function.
- Maintain current and accurate financial records and files.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Adhere to safe work practices and procedures in the workplace.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in accounting, finance, business administration, or a related field; AND,
2. Five (5) years of work experience in accounting and/or financial management.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.