

## JOB DESCRIPTION

### TITLE – STAFF ACCOUNTANT

**DUTIES** - Under supervision from the Financial Controller, performs various general accounting functions including support to the Financial Accounting Manager and others in the Finance and Accounting Department, as directed.

### **Must Have Knowledge of:**

- Basic general accounting practices
- Operation of standard office equipment, including personal computers, photocopier, fax machines, scanner and appropriate software such as, MS Word and Excel
- Great Plains software knowledge a plus

### *SPECIFIC DUTIES*

#### **General Ledger/Financial**

- Pull daily bank reports, distributing the same as directed
- Enter miscellaneous cash transactions
- Data entry for journals, scanning and filing the same
- Assist Financial Accounting Manager with bank statement reconciliation
- Participate in monthly general ledger closings and financial reporting, as directed
- Assist with the publication of the annual reporting packets/binders, as directed
- Participate in the annual audit as directed

#### **Other Duties**

- Assist with vehicle DMV renewals, assuring tags are received before expiration date
- Assist with record keeping of property tax statements
- Process requests for non-Sales related certificates of insurance, electronically filing the COI
- Assist with insurance property claims

## San Lorenzo Mutual Water Company

- Weekly processing and reconciliation of payroll
- Monitor, maintain and reconcile all payroll related liability accounts
- Process various payroll related journal entries
- Assure that all payroll taxes and other related payroll liabilities are reconciled and paid timely
- Process accounts payable, assuring timely payment
- Process accounts receivable, assuring timely distribution of invoicing and record of payment

## Other

- Participate in, provide support for or complete special projects as needed

## Qualifications:

- BA or BS in Accounting
- Excellent customer service skills on the phone and in person
- Strong knowledge and experience with Microsoft Excel and Word
- Excellent verbal and written communication skills
- Exceptional organizational skills
- Team player who works well with a variety of people
- Can work independently with a minimum of supervision
- Solid problem solving skills with a methodical approach
- Thrive in a fast paced environment and handle pressure while managing multiple tasks
- Correct usage of English, including spelling, grammar, punctuation and vocabulary
- Spanish as a second language a plus

All duties are to be performed and completed timely and per Company protocol.

Duties may vary and assignments modified from time to time at management's discretion.