

Accountant Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Under supervision of the Fire Chief, performs accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; performs human resources functions; prepares payroll; processes and oversees accounts payable; prepares an annual budget and monitors the financial functions of the District; performs other duties as assigned; may handle material of a confidential nature.

Representative Duties and Knowledge

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

Participates in preparation and administration of the District's annual budget including, management discussion and analysis, projection and analysis of revenues and expenditures,, and review and consultation regarding budget requests. Reviews the expenditure progress against the appropriation plan and identifies areas of variance and recommends remedial actions.

Has overall responsibility for employee benefits administration, which includes: retirement, health, dental, vision and life insurance, workers compensation, and deferred compensation plans. Reviews and implements new policies and requirements; keeps informed on related issues and legislation.

Reconciles and records attendance; prepares District payroll and related reports including benefit contributions and tax reporting; verifies, processes and oversees accounts payable; codes data for proper accounting distributions; maintains fixed asset inventory; prepares worksheets on expenditures, receipts, and the status of funds; prepares regular and special financial reports; reconciles and verifies general ledger and other information reported on Santa Barbara County's Financial Information Network (FIN) or other designated financial records management systems.

Recommends, establishes, and implements policies for accounting and fiscal record keeping, reporting, and related procedures and systems; reviews and studies changes in legal and procedural requirements regarding fiscal operations; assists in researching and recommending office equipment for lease or purchase. Maintains relationship between District office and Santa Barbara County departments for the management of District finances.

Maintains files and records, creates correspondence and performs a wide range of receptionist, clerical and secretarial duties as needed. Attends all board meetings and finance committee meetings; reports on financial matters.

Must become trained and knowledgeable in board meeting administration including: preparation of board meetings, packets, agendas, minutes, resolutions, ordinances and other related materials.

Must become trained and knowledgeable in emergency call taking.

Must become trained in Community Emergency Response Team and assist with MERRAG activities, as needed.

Knowledge of advanced accounting, bookkeeping, and office methods and procedures; knowledge and understanding of the operation of general business machines and computers; ability to prepare and analyze financial records and reports; ability to interpret and apply legal provisions affecting governmental accounting procedures.

Ability to learn special district finance and budgeting, learn the principles and procedures of governmental accounting standards; analyze fiscal data and draw logical conclusions; prepare clear and concise fiscal reports; create and install new procedures and methods, in conformance with laws, policies, and goals; deal effectively with officials, co-workers and the general public;; ability to communicate effectively both orally and in writing and deal effectively with the public.

Minimum Qualifications:

Three years of increasingly responsible experience in keeping fiscal records which would demonstrate possession of knowledge and abilities listed. College education in accounting, economics, or business administration with accounting emphasis, may be substituted for the general experience on a year-for-year basis.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; Automatic External Defibrillator and Cardiopulmonary resuscitation certifications.

Must meet insurability requirements of District's insurer(s). If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

A salaried, non-exempt position covered by the Memorandum of Understanding between the District and Staff. Work schedule: a 40-hour workweek; 8 a.m. to 5 p.m., Monday through Friday, or alternative schedule approved by Fire Chief.

Overtime earned at one and one-half the regular rate for all hours actually worked in any work day over 8 hours or any workweek in excess of 40 hours. Responds as required when called in from off duty for emergencies.

Recommended Training

Basic Incident Command System (I-100, I-200, I-700, I-800)
California Special District Governance Academy or equivalent
Community Emergency Response Team (IS-317)

Other Requirements

Subject to a one year probationary period. This means that during this one year testing period the employee is subject to separation from the District without right to any administrative or civil appeal or challenge. Accordingly, no showing of good cause is required as a condition precedent to separation of a probationary employee.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical:

General office type work.

Environment:

The classification generally works in a climate controlled office setting.