

EAST BAY REGIONAL PARK DISTRICT

ACCOUNTANT

GENERAL FUNCTION

Under direction, performs professional and technical accounting or auditing work; and to perform other work as required.

ESSENTIAL FUNCTIONS

This position performs a variety of professional and technical functions within accounting or auditing. The essential functions of this position include, but are not limited to: analyzing and reconciling accounts; preparing and analyzing monthly financial statements; gathering and analyzing data; auditing concessionaire agreements; performing internal audits; developing recommendations to improve internal controls and operational efficiency; assisting in the coordination of special projects and external audits; devising and maintaining systems to provide accurate accounting data to management; review effectiveness and accuracy of controls, financial records, and operations; review records of departments to ensure proper recording of transaction and compliance with applicable laws; analyze accounts and prepare report of findings and recommendations to District management.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position may include: assist in payroll, accounts receivable and accounts payable functions; may supervise or coordinate technical staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a recognized college or university with major work in accounting or related field and

Experience: Two years of recent, responsible fund accounting experience. (Additional experience may be substituted on a year-for-year basis for a maximum of two years of the required education.)

KNOWLEDGE, SKILLS & ABILITIES:

Good knowledge of and the ability to apply generally accepted governmental accounting and auditing principles standards and techniques; knowledge of modern accounting office methods and procedures; proficient skills using complex Excel spreadsheets and the ability to learn and use the District's accounting system. Good analytical skills. The ability to supervise, train, motivate and develop subordinates; ability to work independently; ability to communicate clearly, concisely and effectively, both verbally and in writing; ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

Reports to: Audit Manager