

EAST BAY REGIONAL PARK DISTRICT

ACCOUNTANT

GENERAL FUNCTION

Under direction, performs professional and technical accounting and auditing work, including assistance with preparation of comprehensive annual financial report (CAFR), as well as other work as required.

ESSENTIAL FUNCTIONS

This position performs a variety of professional and technical duties within the accounting and auditing function of the Finance Department. The essential functions of this position include, but are not limited to: gathering and analyzing data and devising and maintaining systems to provide accurate accounting data; performing internal audits; preparing audit work papers; preparing audit finding and recommendation reports; examining internal controls and providing recommendations for increased effectiveness; assisting in general accounting duties, analyzing and reconciling accounts, including at year end; preparing journal entries, including for year end; assisting with maintenance of capital asset schedules; assisting with the preparation of the District's CAFR, including financial statements and disclosures; and working with external auditors.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position may include assistance with external audits; evaluation of compliance with District policy and external laws and regulations; completion of special projects; and other 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, auditing, accounting, or financial statement preparation experience required. Fund accounting and experience in governmental sector desired. (Additional experience may be substituted on a year-for-year basis for a maximum of two years of the required education.)

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of and the ability to apply generally accepted accounting and auditing principles (GAAP); governmental accounting standards (GASB); and generally accepted auditing standards (GAAS) ; proficient skills in creating and using complex Excel spreadsheets and the ability to develop proficiency with the District's accounting software (IFAS by Sungard). Good analytical skills. Ability to work independently; ability to communicate clearly, both verbally and in writing; ability to develop positive and cooperative working relationships with auditors, auditees, and other District and departmental staff.

Report to: Finance Department Manager

Employment Category: AFSCME Local 2428, Monthly Salary Range Effective 3/19/2005

Adopted by Board: May, 1980

Revision Approved by General Manager: April 22, 1999

Replaces Accountant/Auditor

Revision Approved by General Manager: April 2, 2012

T:\HUMANRES\Job Descriptions\ACCOUNTANT.docx