



MAGNA WATER DISTRICT

JOB DESCRIPTION

Title: Accountant **Updated:** **August 2020**
Reports to: Controller
Group/Division: Finance/Administration
Labor Category: Union, Non-exempt
Wage: \$24.629 to \$29.441 per hour expected/depending on experience

Job Summary:

Responsible for assisting Controller with all accounting responsibilities. Prepare all aspects of payroll, accounts payable, purchase orders, fixed assets, and inventory. Prepare various financial reports for management staff and the Board. Complete other financial or administrative tasks as assigned by the Controller or General Manager.

Essential Duties and Responsibilities:

	Description	% of Time
1.	Receives and Codes all incoming invoices review for accuracy and posting to general ledger. Assists Accounts Payable Clerk in preparing accounts payable payments, assist in maintaining vendor files. Assists in monitoring/having daily communication with vendors. Research past due invoices, establish credit where authorized by GM and Controller, and resolve other accounts payable-related issues. Assists personnel with preparation/processing of purchase orders where necessary. Work with Controller to verify available budget and ensure posting of expenditures and other transactions to appropriate accounts.	35
2.	Prepare bi-weekly payroll which includes gathering and verifying time sheets, data entry, editing, and employee payroll maintenance. Generate reports (internal) and prepare postings to the general ledger. Assists employees and Controller with payroll-related matters. Prepare bi-weekly and monthly payroll-related payables and reports (external) including insurance premiums, retirement contributions, employee deductions, garnishments, and federal and state tax payments.	30
3.	Prepare all monthly and quarterly payroll-related reports for the IRS, State Tax Commission, and District retirement and other payments.	10
4.	Assist Controller in gathering budget information from departments and updating annual budget templates for review and approval by management and Trustees. Assist with calculations of estimated end of year revenue and expense amounts for analyzing budget adequacy.	5
5.	Assist with periodic account reconciliations. Assist with preparation of schedules and information for year-end audit.	5
6.	Assist in the recording, depreciation, and retirement of fixed assets. Utilize information for updating fixed asset system and posting to the general ledger.	5
7.	Assist Controller in other accounting/financial duties as needed including delegating & following up on tasks assigned to other employees at the direction of the Controller or General Manager.	10
		100

AUGUST 2020

Outside posting from August 11 to August 31, 2020



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General Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The requirements of this position provide that the employee work in a safety sensitive manner and carry out his/her duties as such.

Prior Work Experience: At least 5 years prior accounting experience preferred or equivalent combination of education and experience.

Education and Training: High school diploma, or equivalent, plus an Associate's degree or Bachelor's degree from an accredited college in accounting or a related field is required.

Licenses, Certifications, Etc: Utah driver's license.

Background Knowledge:

1. Must have personal and organizational dynamics and aid with reviewing, developing, and implementing District-wide operating policies and procedures.
2. Requires a working knowledge of accounting terminology and procedures, financial reporting, budgeting and audits.
3. Requires a basic knowledge of the District's products and services; knowledge of short-range technical plans; basic knowledge of overall long-range plans.

Performance Expectations:

1. Must have the ability to plan, coordinate and implement the projects independently and report outcomes to the Controller.
2. Must have the ability to make logical decisions using generally recognized skills and techniques.
3. Must be able to provide direct service to District employees when dealing with payroll and benefits and other relevant accounts payable or general accounting matters.
4. Must have verbal and written communication skills with the ability to communicate with executive staff, outside agencies, vendors and employees. Expected to comprehend and construct detailed memos, letters and other correspondence.
5. Must be able to organize and consolidate information as part of the preparation of the District's annual operating and capital projects budget.
6. Must be able to work independently and function with general guidance available.
7. Must demonstrate safety leadership by promoting and facilitating the safety of co-workers and the public. Must perform all job tasks in compliance with MWD safety policies and procedures.
8. Must have ability to delegate & follow up on tasks assigned to other employees at the direction of the Controller or General Manager.



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Required Skills and Abilities:

1. Must be able to rely on policy, written guidance, or internal discussions to resolve problems.
2. Must have written and verbal skills to communicate effectively with employees and external business contacts.
3. Must have advanced skills in general office equipment, computers, computer software and other analytical tools of the industry.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Common dexterity is continuously required.
 - a. While performing the duties of this job, the employee is regularly required to: talk and hear.
 - b. The employee is frequently required to: sit or perform repetitive wrist, hand and/or finger movement.
 - c. The employee is occasionally required to: feel attributes of objects, grasp, push, stand, walk, drive, reach with arms or hands, stoop, kneel, crouch and crawl.
 - d. The employee must lift weight or exert force as follows:
 - i. Regularly: 1 to 5 pounds
 - ii. Frequently: 6 to 10 pounds
 - iii. Occasionally: 11 to 15 pounds
 - iv. Rarely: 16 to 75 pounds
 - e. Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Ability to adjust eye to bring an object into sharp focus.
2. Good working conditions within a safe office environment. Infrequent exposure to outdoor weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Overall Effort and Work Location:

1. Provides daily direct service to the Controller, executive staff and employees. Has frequent contact with contractors, vendors and consultants. Provide occasional service to the District customers.
2. Must be able to withstand daily mental strain and pressure. Must be flexible to adjust for constantly changing operations.



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3. Work is generally performed during normal business hours. Must be able to work a predictable and consistent schedule with occasional after hours work required as determined by the changing circumstances. Occasional travel required both within and outside of the state to attend meetings or obtain training.

Supervision and Coordination Required:

Directly supervises: 0 employees
Indirectly supervises: 3 employees

Submission of Resumes:

Interested individual shall submit a resume to Clint Dilley, General Manager, via email at clintd@magnawater.com no later than 5 pm, Monday, August 31st, 2020.