

# WEST SOUND UTILITY DISTRICT

## Job Description

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**Job Title:** Accounting Specialist

**FLSA:** Non-Exempt

**Reports to:** Finance Manager or General Manager

### Major Function

The Accounting Specialist is an accounting specialist who shall fulfill accounting, finance work assignments, and assist the Accountant, Finance Manager, General Manager and Assistant Finance Manager.

### Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

1. Assist in the preparation of financial reports and special projects as directed. Examples of these reports would include, but not be limited to rate studies, ERU studies, budget reports, expense reports, and trend reports.
2. Run Depreciation Expense from the F/A module and reconcile with the General Ledger.
3. Implement District policies.
4. Assist in maintaining District financial records and files.
5. Prepare vouchers designated for Kitsap County.
6. Assist in the tracking of contract payments and expenses. Maintain Construction-In-Progress account and report as required. Reconcile and capitalized CIP into the F/A module as needed. For non-capital items will be expensed.
7. Back-up for committing Daily Cash transactions from Customer Service.
8. Prepare JE's and analyze accounting report.
9. Verify invoices, warrants and prepare for mailing and reconcile vendor accounts.
10. Reconcile G/L to UB Trial Balance for Utility Accounts.
11. Assist in the preparing of the payroll.
12. Audit the completed and approved timesheets to the County's Payroll Register.
13. Reconcile Fixed Asset Module against General Ledger for all F/A asset accounts.
14. Back-up to the preparation and sending TC-25 to the County.
15. Audit of TC-50 reimbursements.
16. Maintain customer refund checking account, replenish and reconcile monthly.
17. Replenish petty cash for the District and reconcile regularly.
18. Tracking of the other A/R accounts, collections and reconcile monthly.
19. Answering vendor questions for invoices and other financial topics.

20. Performs various tasks needed for the year-end: Journal accruals, Payroll accruals reports, F/A asset reports, etc.
21. Assist in preparing the District Budget and enter budget for the District in the accounting system.
22. Assist in office and Customer Service support when needed.
23. Be a Notary Public for the District.
24. Back-up prepare cash transmittals to Kitsap County and submitting the data electronically.
25. Performs other related duties as assigned.

### **Training and Educational Requirements**

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: High school diploma  
A Bachelor or Associate degree in accounting or related field is desirable.

Certifications: First Aid (within first year of employment)

### **Experience**

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Accounting Specialist shall have a minimum of four (4) years of applicable accounting and direct office related experience, preferably with a local governmental entity.

### **Knowledge, Skill, and Abilities**

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of government accounting principles and procedures.
- Working knowledge of PC-based software including word processing, spreadsheets, data bases, and Windows in a network environment.
- Knowledge of general office procedures.
- Familiarity with utility billing and accounting practices and systems.
- Familiarity with filing systems and procedures.
- Able to type at 40-words per minute.
- Ability to work with customers to identify problem areas and reach equitable solutions within the framework of District policies.

- Ability to establish and maintain effective working relationships with District personnel, other agencies and the general public.

The Accounting Specialist must be able to communicate effectively both verbally and in writing. Should possess good judgment and the ability to make decisions without supervision and the capability to deal with the public in a professional and courteous manner.

### **Working Conditions**

Work is primarily performed in an office environment with excessive time spent at a desktop computer. Some travel and attendance at evening meetings may be required.

### **Physical Stamina**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information. The incumbent must have vision corrected to at least 20/40.

### **Other**

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.