



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

ACCOUNTANT

SUMMARY

Under general direction of the Administrative Services Manager, the Accountant plans, organizes, and performs the full range of professional level accounting and audit work in support of all agency financial activities, including budgeting, financial reporting, account reconciliation, and forecasting; coordinates the development and production of the Agency's bi-annual budget, the Annual Comprehensive Financial Report (ACFR), and the annual Popular Annual Financial Report (PAFR); may coordinate the annual external audit; prepares financial, administrative, and organizational analysis; and performs related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the Agency.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, purchasing, cash receipts, and accounts receivable.
- Reviews and reconciles all cash and investment account activities to accounting records monthly.
- Prepares routine and ad-hoc financial reports, including distribution of monthly revenue and expenditure reports to departments. This includes monitoring and communication of budget-to-actual performance to department managers.
- Assist with the quarter- and fiscal year-end closing processes by preparing the needed closing accruals, roll-forward schedules, and other required workpapers or statistical schedules that lead to the preparation of the financial statements, ACFR, PAFR, State Controller's Office Financial Transactions Report and external financial audit; may serve as liaison with the external auditors.
- Participates in the compilation of and preparation of the bi-annual budget by providing personnel cost projections, estimated revenues and departmental expenditures, and assisting with publication of the bi-annual budget booklet.
- Maintains inventory, project accounting and fixed asset modules within the financial accounting software. This includes identifying and timely tracking which capital projects are reimbursable for federal and state grant programs.

OTHER DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Assists in developing and implementing financial policies and procedures; researches and makes recommendations for improvement of policies and procedures.
- Maintains and updates the budget allocation rates for certain costs and departments.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting; researches emerging products and enhancements and their applicability to the Agency's needs.
- Assists with Departmental projects as needed. Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors, and others as required.
- Backs-up and provides functional support to administrative staff and others as needed.

- Perform public counter, telephone, and reception duties as needed.
- Assist with fiscal year-end purchase order rollover and budget adjustment process.
- Represents the Agency in meetings with other public agencies, regulatory and funding agencies, auditors, and others as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, or a closely related field. Three years of progressively responsible professional work experience in accounting or a closely related field. Work experience in a governmental or public utility setting is desirable.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, representatives from other governmental agencies, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled; and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and financial reports. Ability to write reports, business correspondence, and document procedure. Ability to effectively present information and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

Mathematical Skills

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to plan and carry out various analytical studies in area(s) of assignment: define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret, apply and explain laws, rules, regulations, and policies. Ability to exercise sound judgment with general policy guidelines. Ability to organize own work, coordinate multiple projects, and meet critical deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

A certified public accountant (CPA) designation by the American Institute of Certified Public Accountants (AICPA) is desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands, and to talk or hear others both in-person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

Job Title:	Accountant
Department:	Administration
Reports To:	Administrative Services Manager
FLSA Status:	Non-Exempt
Issue/Rev Dates:	May 2026