

ACCOUNTANT - OFFICE MANAGER
(Westchester Joint Water Works)

GENERAL STATEMENT OF DUTIES: Supervises the operation of the general and commercial office and staff; has responsibility for the financial record keeping of a joint water works; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager (Joint Water Works), the incumbent of this position is responsible for the planning and supervision of the work of an office staff in the areas of accounts receivable and payable, billing, payroll, inventory, maintenance of property records, and personnel. This is an important administrative position in a joint water works operation. The work is performed in accordance with general policies established by management and in accordance with good accounting practices. The Accountant - Office Manager exercises immediate supervision over office personnel/staff, and administrative responsibility may be exercised over meter, meter repair and customer service personnel.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and supervises the operation of a complete set of double entry accounting records such as the voucher payable register, the cash receipts and disbursement journals, the general ledger, the insurance register, and the payroll record;

Prepares income tax reports, health insurance and FICA reports, and other reports;

Oversees payroll functions including fringe benefit deductions;

Audits claims payable for payment;

Solicits proposals for insurance coverage and claims handling and maintains such records;

Supervises the preparation of checks in payment;

Directs and provides general supervision of computerized billing for water to all customer accounts;

Responsible for operation of computer and for the establishment and maintenance of software programs for general ledger, billing, personnel, payroll and inventory control, including spreadsheet programs;

Distributes revenues to proper revenue account;

Prepares trial balance;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Audits ledger codings;

Maintains water consumption and pumpage records;

Supervises purchasing and inventory control, including auditing of materials and supplies;

Maintains cost records of construction work and prepares bills for such work to member municipalities;

Prepares closing entries, opening entries;

Performs a variety of functions and is responsible for all financial records;

Plans the flow of work, supervises the department and compiles reports;

Responsible for customer correspondence;

Supervises record changes, meter changes, and meter inventories;

Maintains personnel records;

May receive applications for water services and complaints on high or low consumption and other service problems;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May direct and provide administrative supervision over the Service Supervisor, meter readings, meter repairmen, and water service men.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of accounting; good knowledge of office terminology, practices, procedures and equipment; ability to develop and use spreadsheet programs; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan, layout and supervise the work of others; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content and form; ability to gain the cooperation of others; good judgment in the solution of complex clerical problems; initiative; resourcefulness; integrity; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Master's Degree from a recognized college or university in Accounting, Business Administration or a closely allied field which must have included 24 credits in accounting and two (2) years of experience (pre- or post degree) in accounting, finance, purchasing or allied business area, one (1) year of which must have been in a supervisory capacity; or (b) a Bachelor's Degree from a recognized college in Accounting, Business Administration or a closely allied field which must have included 24 credits in accounting and three (3) years of experience as stated in (a) including the one (1) year of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Westchester Joint Water Works

J. C.: Competitive

Job Class Code: 0707