

## **North Marin Water District**

### **ASSISTANT AUDITOR-CONTROLLER**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

Under general supervision, performs and directs accounting and human resources functions requiring professional knowledge of cost accounting, financial reporting and human resources management. Performs and manages a variety of professional accounting functions necessary for the accurate and timely presentation of financial and statistical reports dealing with all aspects of the District's operations. Performs and manages a variety of professional human resources functions; and performs other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Assistant Auditor-Controller** position is responsible for compiling, maintaining and publishing financial and statistical reports in support of District activities as well as providing human resources support to District staff and management.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Auditor-Controller. Exercises supervision over the Accounting and Storekeeper classifications.

#### **ESSENTIAL DUTIES** (include but are not limited to the following):

Supervises accounting personnel in the preparation of financial records; supervises, verifies and assists where necessary with preparation of journal entries, payroll, cash receipts, inventory transactions, disbursements and distribution of various construction, overhead and other expenses; monitors compliance with the District's purchasing policy; assures the accuracy of general and subsidiary ledgers and material and equipment inventories; ; troubleshoots and recommends improvements in methods, procedures, software and forms; manages maintenance of accounting software; supervises, assists and reviews preparation of financial statements and statistical reports; assists in preparation of annual budget and performs miscellaneous financial analyses as required.

#### **OTHER DUTIES**

Assists the Auditor-Controller and other Department Managers and supervisors with Human Resource responsibilities, and takes a lead role when assigned in employee relations, collective bargaining, recruitment and selection, classification and compensation, employee development, employee benefits administration, and performance management and discipline. Tracks employee FMLA, CFRA and worker's compensation leaves. Maintains an up-to-date Employee Handbook, job descriptions, and tracks the performance evaluation program to assure annual reviews are conducted. Oversees selection of outside auditors and assists outside auditors with annual audit; acts as Auditor-Controller in his/her absence.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class):

Education/Experience

Sufficient experience and education in accounting and human resources to perform the duties of the **Assistant Auditor-Controller**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in accounting and a Bachelor's degree in accounting, business administration, management or a closely related field from an accredited college or university, and at least three years of experience as a supervisor.

Knowledge/Skill/Ability

*Knowledge of:* accounting principles; job cost accounting; payroll law; general banking procedures; general accounting processes and procedures; problem solving, interpersonal, and negotiating skills; personal computers and applicable software. General knowledge of human resource functions.

*Ability to:* analyze financial statements and prepare coherent and factual reports; interpret and follow procedures, policies, rules, and ordinances applicable to assigned duties; maintain accurate records; maintain the highly confidential nature of personnel information; develop and maintain a variety of sophisticated spreadsheets; use word processing software; conduct special projects requiring analysis of processes and procedures and development of recommendations to improve the effectiveness and/or efficiency of District accounting and human resource systems; prepare clear and concise written reports; work overtime, weekends and holidays as required, and remain available in the event of an emergency; establish and maintain effective working relationships.

License/Certificate

Possession of a valid Class C California driver's license.

Residency Preference

Applicants residing within 10 miles of the District's Service Area will be given preference to all other applicants.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard and adding machine. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

06/17

Approved by GM:	DM
Date:	06/29/17