



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## PROJECT ACCOUNTING ANALYST

**HOURLY**     \$38.42 – \$47.95  
**MONTHLY**   \$6,659 – \$8,312  
**ANNUAL**    \$79,914 – \$99,742

FLSA Designation	Non-Exempt
Established	July 2023
Revised	N/A
Classification	200: Non-Management
Range	285

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEPARTMENT / DIVISION**    Finance.

### SUMMARY DESCRIPTION

Under general supervision of the Water & Wastewater Manager and the Finance Manager, performs a variety of operational accounting and capital project accounting work such as auditing and verifying fiscal records and reports and preparing, maintaining, and processing of accounting records and transactions, including reimbursements, accounts payable, and payroll; balances and maintains accounting and financial records. Support the project team regarding contract review and changes, compliance, payment applications, conditional and final lien releases, subcontractor agreements, permits and licenses, project tracking, reports and any other duties related to the project.; and performs related work as required.

### IDENTIFYING CHARACTERISTICS

Operational & Capital Project Accounting Analyst – This is a highly skilled-level classification that performs the full range of routine to complex accounting and record-keeping functions under general supervision. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in the work assignment in accordance with established policies and procedures. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements and the methods used in arriving at the end results are not usually reviewed in detail. This class is distinguished from the Finance Manager in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of professional accounting and finance operations within the Town.

## **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs.
2. Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements and reports.
3. Reviews and compares journal entries to source documents to ensure accuracy of posted journal.
4. Processes vendor and contractor invoices, including auditing, verifying, coding, and entering approved invoices and supporting documentation into accounts payable system; ensures invoices are charged to appropriate projects and funds; creates new vendor numbers as needed; researches and resolves discrepancies and vendor inquiries.
5. Maintains and updates vendor W-9 information for 1099 year-end tax reporting and processing.
6. Reviews and approves purchase orders, contracts, and agreements to ensure compliance with policies, procedures, and availability of funds; encumbers agreement funds in compliance with Town policies and procedures.
7. Receives, reviews, verifies, and processes timesheets to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
8. Processes, calculates, and maintains records of a variety of payroll actions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations; applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
9. Monitors expenditures, revenues, budget allocations, and contracts to determine project financial status; verifies availability of funds; prepares reimbursement reports as needed; monitors special fund compliance requirements.
10. Verifies, posts, and records financial transactions; maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; identifies and corrects accounting errors; prepares journal entry adjustments; ensures accuracy and completeness of work.
11. Prepares a variety of financial summaries, reports, and claims for reimbursable projects.
12. Audits claims, vouchers, and purchase orders for fraudulent or improper authorization and other discrepancies; resolves discrepancies where interpretation of guidelines, data, or procedures is necessary.

13. Assists in the preparation of year-end closing, budget adjustments, and financial reports; prepares special financial analysis as requested; prepare audit work sheets as requested by auditors.
14. Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting financial operations.
15. Evaluates and audits internal controls to ensure accuracy of financial reporting and accounting processes.
16. Reviews source documents for compliance with rules and regulations; determines proper handling of accounting and technical transactions within designated limits.
17. Responds to requests for information and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to the Finance Manager for resolution.
18. Prepare, Review and Validate subcontractor/supplier payment requests and work completed.
19. Code invoices for project costs and overhead allocations, update financial dashboards for tracking and reporting purposes.
20. Coordinate with construction field personnel.
21. Review project budgets, project timelines and construction status.
22. Monitor project expenditures and resolve problems.
23. Work with Project managers, construction managers and internal staff to verify subcontractor and supplier compliance of license, insurance, and lien release requirements.
24. Prepare and track subcontractor/supplier lien releases.
25. Communicate project status with internal personnel.
26. Prepare monthly journal entries and job cost accruals.
27. Process vendor invoices accurately and within assigned timeline.
28. Process sub-contractor payments accurately and within assigned timeline.
29. Coordinate commitment, budget and job closeout.
30. Review and Comply with Reporting on certified payroll and prevailing wage.
31. Assist and communicate to the divisions an understanding of the contract requirements through the life cycle of the project, including but not limited to compliance, licensing, permitting, and tax.
32. Provide and manage information within the construction software programs for continued estimation of potential and realized profitability and also cost analysis in order to aid Accounting in completing project financial.
33. Work with internal team members to review change orders and revise contract documents as needed and foster an environment to support the divisions to keep their projects on time and profitable.
34. Assist project teams with any questions or needs related to the accounting department.
35. Have an understanding of compliance requirements for assigned projects.
36. Assist with the new development process including setting up new projects within the District's project management software, working with developers, project accounting, etc.
37. Assist with the review and implementation of the District's Construction Standards and Policies.

38. Assist with the preparation of various annual County and State reports for Water Quality and Compliance.
39. Assist with the preparation of forward-looking plans and policies (Urban Water Management Plan, Risk and Resilience Assessment, etc.).
40. Assist with record keeping and management.
41. May be assigned special projects requiring the gathering and analysis of information.
42. Performs other duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

- Modern principles, practices, and methods of governmental accounting, including program budgeting and auditing and the application to District operations.
- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations.
- Business arithmetic and financial and statistical techniques.
- Principles and practices of financial analysis, auditing, and reporting.
- Principles and procedures of financial record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

### **Ability to:**

- Independently perform construction, modification, maintenance, and repair work on Town assets and facilities.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential accounting and financial records.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, interpret, summarize, and present accounting and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Make accurate financial, mathematical, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Project Accounting Analyst - Equivalent to graduation from a four-year university or college with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of increasingly responsible professional accounting experience, preferably in the public sector. Directly related experience may be substituted for the college requirement on the basis of one (1) year of experience for one (1) year of education to a maximum of two (2) years.

#### **License(s):**

- Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

**Physical:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.