CAMINO REAL REGIONAL UTILITY AUTHORITY
JOB DESCRIPTION

POSITION TITLE: Accountant I/Buyer  PAY GRADE: 12

DEPARTMENT: CRRUA
REPORTS TO: Office Manager
BARGAINING UNIT: N/A
FLSA: ☑ Exempt  ☒ Non-Exempt
LEAD: ☐ Yes  ☑ No
SUPERVISOR: ☐ Yes  ☒ No

APPROVED: Albert J. Mesa
Department Head
Human Resources Director

6.10.2015

I. PURPOSE SUMMARY. Performs a variety of specialized or technical accounting and purchasing duties. May be required to provide customer service to the public and employees.

II. ESSENTIAL DUTIES. Supports CRRUA in the financial administration of CRRUA’s financial policies and procedures; monitors and assists the department with internal controls, internal auditing and reconciliation of accounts to ensure proper ledger postings. Examines and analyzes accounting records of department or vendors to verify accuracy of figures, calculations and postings; prepares customer adjustments, billing and payment reports for submission to accountant. Researches customer account information and provides support as directed by the Office Manager. Processes and records invoices and complex journal entries or other transactions; Maintains logs or records and notifies appropriate personnel when limits are reached; reviews computer reports to identify and tract sources of error. Serve as back-up to the department for all payroll functions.

Buyer Duties:

Follows established state and federal statutes, policies and procedures and guidelines in the performance of purchasing and procurement duties. Prepares and/or reviews purchase requisitions, contracts, direct purchase orders and other procurement documents for compliance with all applicable federal, state and local laws and regulations. Responsible for purchasing, procurement and logging of fixed assets. Prepare and administer Request for proposal, Request for bid processes through contract negotiations. Prepares contracts and/or renewal paperwork for legal review and the Director’s signature.

Perform other duties as assigned.

III. QUALIFICATIONS.

A. Education. Bachelor’s Degree in Accounting, Business Administration or closely related field.

B. Experience. Three years of responsible office, administrative, or accounting work experience that includes purchasing, contract development and customer billing/collections. Relevant government work experience preferred. Experience performing calculations and timekeeping with an automated payroll system highly desirable.

C. Education/Experience substitution. In accordance with CRRUA policy
E. Licenses/Certifications. Chief Procurement Officer Certification within 6 months of hire.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must submit to Background Check, Credit Check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION. Must have knowledge of: ordinances and regulations governing financial operations of the County; generally accepted accounting principles; Business English, spelling, grammar, and punctuation; general office and accounting equipment; computer operation including word processing, spreadsheet, and database software.

Must have skills in analyzing and evaluating information accurately and expressing ideas clearly; handling sensitive and confidential matters; using initiative and independent judgment while recognizing when it is appropriate to refer matters to management; establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT. The employee independently processes the most difficult procedural and technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices.

3. GUIDELINES AND JUDGMENT. The number and similarity of guidelines and work situations require the employee to use judgment to identify and select the most appropriate procedures to use, choose from the most established alternatives, or decide which precedents to follow as a model. There may be omissions in guidelines and the employee is expected to use some judgment and initiative to handle aspects of the work not completely covered.

4. PHYSICAL DEMANDS. While performing the duties of this job, the employee will usually remain sitting. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds.

5. WORK ENVIRONMENT. Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. SUPERVISORY RESPONSIBILITY. N/A

IV. EMPLOYEE ACKNOWLEDGEMENT. I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:  
Employee ___________________________________________________________________________ Date ______________