SANTA CLARA VALLEY WATER DISTRICT
Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Accounting Series				
Accountant I Accountant II Accounting Systems Analyst	1 of 3	Accountant	Bachelor's Degree in accounting, finance, or related field and three (3) years of accounting related experience. Based on assignment, equivalent education and experience in information technology is required. **Licensing Requirements:** -CA Driver's License, Class C	This is the entry/experienced through journey level of the Accounting series. Incumbents perform detailed accounting tasks in support of centralized District accounting functions including preparation of financial reports as well as maintenance of accounts. Work varies from routine accounting or accounting systems tasks and functions performed with training oversight to performance of tasks with minimal supervision and/or with expert oversight if incumbents are assigned more difficult work. Based upon assignment to accounting activities, duties include: performing professional accounting activities; analyzing, maintaining, and auditing of accounting records; and preparing financial summaries and reports. Based upon assignment to accounting systems activities, duties include: coordinating the implementation and enhancement of accounting software

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				applications; and analyzing program needs resulting in the implementation of improvements to unit accounting systems. The Accountant is distinguished from the Accountant, Senior in that the latter serves as leadworker or dedicated technical resource and the former performs the full range of accounting related duties, as assigned, when trained.
Senior Accountant	2 of 3	Accountant, Senior	Bachelor's Degree in accounting, finance or related field and five (5) years of accounting related experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the advanced journey level class in the Accounting series. Incumbents lead, oversee, and perform the more responsible work of staff performing technical and professional accounting, auditing, and financial record keeping functions for the District. Some incumbents may act as lead worker, making work assignments and determining completion of work. Some incumbents may serve as the dedicated technical resource within

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				an organizational unit providing technical knowledge to other staff regarding a District-defined, unit-specific function including quality assurance responsibility for the unit. Duties may include: participating in the preparation of the Comprehensive Annual Financial Report; maintaining accurate accounting ledgers, work sheets, and schedules; performing budgetary accounting functions and analyses; maintaining specialized accounting records for local, state, and federal grant programs; and implementing modifications to District accounting procedures and methods. The Accountant, Senior is distinguished from the Accountant Supervisor by the latter's supervisory role and the former's performance as leadworker or dedicated technical resource.
Supervising Accountant	3 of 3	Accountant Supervisor	Bachelor's Degree in accounting, finance or	This is the supervisory level of the accounting series. Incumbents

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			related field and seven (7) years of accounting related experience **Licensing Requirements:** -CA Driver's License, Class C	organize, plan and supervise an accounting sub-unit. Duties may include: coordinating and managing financial audits and fiscal year-end closing activities; investigating complaints; resolving problems accounting technical and administrative issues; reviewing audits performed and determining irregularities, formulating recommendations; and reviewing related reports, correspondence and operational data. Incumbents supervise staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures. The Accountant Supervisor is distinguished from other Accounting Series classes by its focus on the full range of supervisory tasks.

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