Trindel Insurance Fund

Accountant

Position Description

FLSA Status: Exempt/At-Will _X___ Non-Exempt ____

DEFINITION

The Accountant, under supervision of the Trindel Insurance Fund Executive Director, performs professional accounting duties including data entry, preparation of financial documents and records, reconciliation of financial statement and a variety of detailed reports. The accountant analyzes and evaluates financial information such as spreadsheets, bank statements, budgets, investment reporting.

The Accountant may also perform such duties as month-end close and reporting, year-end close and reporting, prepare for external financial audits and assure proper accounting controls and procedures are followed.

DIMENTIONS

The Accountant works closely Trindel's Executive Director, department heads, external auditors and with Trindel member counties to provide effective service and information to meet client needs. The Accountant must be proficient in the use of accounting software, data entry, and report writing/generation and processing as well as GAAP use.

Number of employees supervised: 0

ORGANIZATION FIT:

This position reports to Trindel's Executive Director. The incumbent works in support of Trindel's mission and the goals and objectives of the Fund to provide extraordinary customer service and support to internal and external customers.

JOB SETTING

This position is located in a professional office environment that provides comprehensive Insurance and Risk management services for counties belonging to Trindel Insurance Fund, a joint powers authority. Trindel's administrative office is located in Weaverville, California, with a service area throughout northern and central California and eastern Sierra locations of the state.

ESSENTIAL DUTIES (*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*):

- Examines accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to GAAP standards, JPA financial requirements and internal standards.
- Review records of accounts and input entries into proper accounts.
- Report the finances of Trindel to the Executive Director.
- Under the supervision of the Executive Director, the accountant reviews, investigates, analyzes financial data and processes financial information on a regular and on-going basis in accordance with Fund accounting practices.
- Under the supervision of the Executive Director, the accountant determines the best methods to manage financial records and information.
- Monitors financial transactions, inputs and reports for accuracy and adherence to Fund practices.
- Reconciles and recommends resolution for statement/financial discrepancies and problems.
- Reviews and processes bills or invoices for payment in accordance with established schedules and contractual agreements.
- May prepare invoices, checks, account statements, reports and other records and reviews them for accuracy.
- Coordinates and prepares information for external auditors, Trindel Board meetings, member counties and regulators as needed.
- Regularly handles private and proprietary information while maintaining strict confidentiality and protecting information from unauthorized disclosure.
- Responds to requests from member counties or others for assistance by phone, e-mail, mail or site-visits.
- Assures that Trindel policies and procedures are consistently followed.
- Attend Trindel Board meetings and provide updates as requested.
- Performs other duties as assigned by Executive Director.

MINIMUM QUALIFICATIONS - Abilities required for the essential duties:

- Demonstrated accounting knowledge and work experience
- Excellent interpersonal and communication skills
- Demonstrated ethical conduct
- Excellent writing skills, writes well, clearly and concisely
- Business Acumen, strategic thinking/planning

Skills required for the essential duties:

- Knowledge and use of GAAP in a professional setting
- Excellent MS Excel skills and ability
- Ability to work with complex and confidential information
- Effective analytical, problem solving and interpretive skills
- Strong organizational & related interpersonal skills
- Ability to work in a team environment
- Ability to work independently
- Excellent oral and written communication skills
- PC literate, including Microsoft Office (Word, Outlook) and accounting software

Interpersonal Skills Required:

- Maintain and build effective professional relationships with Trindel co-workers as well as with similarly situated professionals and key contacts outside of Trindel.
- Does not tolerate discrimination based on race, gender, religion, ethnic background, national origin or other identified characteristics. Treats others with respect at all times.
- Effective and productive communications skills; speaks well, communicates ideas clearly. Is approachable and open to discussion.
- Conducts self in a professional manner at all times.
- Shares knowledge with others and participates in mentoring.
- Manages multiple priorities professionally with minimum disruption to others.
- Responds to unexpected challenges successfully without losing track of daily responsibilities proactively manages work environment. Prioritizes workload in order of importance. Reliably follows through with job assignments.
- Learns, applies and retains new methods and information. Creative in solving problems. Exhibits a “can do” attitude with a positive approach to challenges. Views obstacles as opportunities to learn and grow.

Education & Experience required for the essential duties:

- Four-year degree at an accredited college or university in Accounting, Business and/or Finance is preferred equivalent work experience may be considered.
  - Three (3) to Five (5) years of accounting experience required, experience working with public entities preferred.
    Desired: CPA license

Position Description
Physical and Mental Analysis

Position: Accountant Department: Administration

When considering time spent during an 8 hour workday:

***Occasionally* equals 1% to 33%; *frequently* equals 34% to 66%; *continuously* equals 67% to 100%.**

Please note some functions are performed monthly or annually can be considered essential.

Use N/A if the skill/effort does not apply.

Physical Effort	**Occasionally**	**Frequently**	**Continuously**
Stationary Position			X
Sitting/Standing			X
Move/Traverse Walk/Crawl/Stoop/ Kneel/Crouch/Run	X		
Ascend/Descend	X		
Climb: Steps/Stairs/Ladders/ Inclines/Ramps	X		
Reach Overhead	X		
Crouching	X		
Balancing	X		
Pushing or Pulling	X		
Communicate: converse with, convey, express self, exchange information		X	
Use hands/fingers: operate, activate, use, place, position, inspect, grasp			X
Lift: move, transport, position, place			
10lbs or less		X	
11 to 25 lbs	X		
26 to 50 lbs	X		
51 to 75 lbs	N/A	N/A	N/A
76 to 100 lbs	N/A	N/A	N/A
Over 100 lbs	N/A	N/A	N/A
Carry			
10lbs or less		X	
11 to 25 lbs		X	
26 to 50 lbs	N/A	N/A	N/A
51 to 75 lbs	N/A	N/A	N/A
76 to 100 lbs	N/A	N/A	N/A
Over 100 lbs	N/A	N/A	N/A
Eye/Hand Coordination			X
Depth Perception	X		

Position Description
Physical and Mental Analysis

Mental Effort	Occasionally	Frequently	Continuously
Thinking Analytically			X
Communication: Use effective communication skills (written, verbal, etc.)			X
Handle stress/emotions		X	
Concentrate on tasks			X
Maintain mental focus			X
Recall names/details			X
Decision making		X	
Adjust to changes			X
Examining/Observing details			X
Discriminating colors	X		

Performance	Occasionally	Frequently	Continuously
Attendance			X
Work assigned hours			X
Regular hours			X
Evening/Weekends	N/A	N/A	N/A
On Call	X	N/A	N/A
Attend Work Meetings		X	
Direct others	X		
Cooperate with Others			X
Work in a Team Environment			X
Handle Confidential Information			X
Work with the Public	X		
Computer Use			X
Phone Use		X	
Meet deadlines			X
Keep organized workspace			X
Perform math calculations			X
Operate Office Equipment		X	
Operate Motor Vehicle	X		

Notes: Work indoors in a professional office setting, occasional travel is required. This position requires the individual to be dedicated to providing a very high level of accuracy and customer service. Must have a positive mental outlook and "can do" attitude. Performs all work in a safe and efficient manner at all times and follows safety rules, policies and practices on a continual and on-going basis. Must hold a valid California driver's license.

Completed by: Randy Robertson
Date: December 2015

Reviewed by: _____
Date: _____