

ACCOUNTANT

Carmichael Water District is accepting applications for the Accountant position. Please read the details of the position and how to apply below.

NUMBER OF POSITIONS TO FILL: One (1)

CLOSING DATE: Thursday, March 18, 2021, 5:00 PM local time

ANNUAL SALARY RANGE: \$65,978 – 80,226 annually

DESCRIPTION:

Under general/administrative direction from the Finance Manager, the Accountant performs a variety of intricate and complex fiscal and recordkeeping operations, functions and programs of the District, while delivering the highest quality of customer service.

The essential duties and responsibilities of this position include but are not limited to:

- Oversee the departmental activity including: payables, receivables, invoices, journal entries, general ledger, fixed asset, depreciation, accruals, inventory, and reconciliation.
- Prepare, process and maintain regular departmental activity (i.e. daily, weekly, monthly, quarterly, annually, etc.) and departmental records and database.
- Compile and prepare fiscal year annual budget document and presentation.
- Prepare and maintain required fiscal reporting documents for Board packets (i.e. balance sheet, income statement, budget, fiscal agent activity, etc.).
- Achieve efficiency through proper planning, organization, scheduling, and direction of program activities, resources, and projects.
- Coordinate annual audit activity.
- Prepare and maintain all necessary documentation for annual audit program (i.e. preliminary through post audit).

QUALIFICATIONS AND DISTINGUISHING CHARACTERISTICS:

Required:

- Bachelor's Degree from an accredited college or university with major course work in accounting.
- Four (4) full-time years of increasingly responsible experience in general ledger sub-systems (i.e. account reconciliations, fixed assets, accounts payable, and accounts receivable) and applicable accounting practices including three (3) full-time years equivalent to an Accountant with the Carmichael Water District.

Desirable:

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Three (3) or more full-time years of experience in a public agency.
- Five (5) or more full-time years of increasingly responsible experience as an

accountant.

- Five (5) or more full-time years of increasingly responsible experience in general ledger sub-systems (i.e. account reconciliations, fixed assets, accounts payable, and accounts receivable) and applicable accounting practices.

BENEFITS:

This District participates in social security with retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan.

The District pays the premium for the employee and eligible dependents dental, vision, and medical insurance up to the Blue Shield Access Plus – Region 1 rate.

The District offers an Employee Assistance Program (EAP).

Twelve (12) holidays plus one floating holiday per year.

Twelve (12) paid days of vacation per year

The District pays the premium for each employee's Basic Life/AD&D. The amount of the Basic Life/AD&D benefit is equal to two (2) times the employee's annual base earnings up to a maximum benefit of two hundred thousand dollars (\$200,000).

APPLICATION REQUIREMENTS:

To be considered for this challenging and rewarding career opportunity, please provide the following documents. Resumes should reflect years and months of positions held.

- Cover Letter
- Resume
- District Employment Application

You can find our employment application, job description, and additional information at the following link:

<https://carmichaelwd.org/about-us/employment-opportunities/>

Please send your materials to:

Human Resources
Carmichael Water District
7837 Fair Oaks Blvd.
Carmichael, CA 95608

Materials may also be submitted electronically to hr@carmichaelwd.org.

Applications must be received by the District no later than March 18, 2021 at 5:00 PM.