



VALLEY OF THE MOON WATER DISTRICT
PO BOX 280
EL VERANO, CA 95433

Invites applications for the position of:
Accounting Service Technician

An Equal Opportunity Employer

SALARY

\$4,436 - \$5,392 Monthly

FINAL FILING DATE: August 15, 2016

THE POSITION

Under general supervision from the Administration and Finance Manager, this position maintains District accounting records, prepares financial documents and reports and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs all duties related to accounts payable, payroll, general ledger, journal entries, monthly and annual closures.

Additionally:

- Prepare audit work papers and assists in the annual audit.
- Prepare monthly financial statements and budget requests.
- Assist with annual preparation of operating and capital budgets.
- Administer employee benefits and insurance policies.
- Prepare periodic and annual reports.
- Maintain bank account records.
- Maintain appropriate records concerning District projects and property.
- Maintain fixed asset and investment records.
- Take customer payments, count the daily receipts and maintain petty cash.
- Assist the Administration and Finance Manager in duties required by the Board of Directors.
- Perform front line customer service in person and via phone for District customers.
- Perform related duties as required.

IDEAL CANDIDATE

The ideal candidate is motivated, has a strong work ethic and excellent customer service skills. They must also possess a take charge mentality and not be afraid to take on new and

interesting projects. Additionally the ideal candidate will have the following knowledge, skills and abilities:

- Proper written spelling and grammar
- Accounting and bookkeeping principles and practices
- Federal and State employment laws
- Office equipment such as computers, copiers, and FAX machines
- Appropriate computer software office applications
- Adhere to prescribed work schedule to conduct job responsibilities
- Write reports and prepare written correspondence in a clear and concise manner
- Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans
- Ensure acceptable customer service and working relationships with District customers, co-workers, Directors and outside agencies
- Manage multiple projects and ensure that objectives and timelines are met
- Understand mathematical concepts and perform necessary computations

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- Minimum of two years processing payroll, AP and related accounting functions.
- Advanced proficiency in Microsoft computer programs including Word and Excel.
- Degree in business administration, accounting or related field is desired but any combination of education, training and experience which would provide the required knowledge, skills and abilities would be qualifying.
- Possession and retention of a valid California driver's license

WORKING CONDITIONS

- Work at a desk for entire workday and days exceeding 8hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

THE SELECTION PROCESS

Interested persons must submit a completed District application and provide an official DMV three-year driving history printout. Incomplete applications will not be considered.

HIRING REQUIREMENTS

1. Persons participating in a hiring interview and being considered for selection will be subject to a background investigation and must pass a District-sponsored physical examination including a drug/alcohol test; once appointed employees serve a twelve month probationary period.
2. Documentation of eligibility to work in the United States will be required as a condition of employment. Valley of the Moon Water District participates in E-Verify.

APPLICATION MATERIALS

A completed District application form is required, which may be obtained from the District's website at: <http://www.vomwd.com/employment.php>

Questions regarding the recruitment should be directed to Chris Petlock, Administration and Finance Manager by email at cpetlock@vomwd.com. Please mail completed applications to: Valley of the Moon Water District, P.O. Box 280, El Verano, CA 95433. Applications must be received (not postmarked) no later than the close of business on August 15, 2016.

EMPLOYEE BENEFITS

The District provides a full complement of benefits including:

- Vacation (10 days per year; additional days earned with additional years of service);
- Holidays (11 paid holidays per year, plus 2 floating paid holidays per year); sick leave (accrued at the rate of 4 hours per month for the first twelve months; then 8 hours per month thereafter);
- Workers' Compensation (employees are covered for job-related injury);
- Long term disability insurance (provided to employees after 6 months of service);
- Health plans (provided through CalPERS, District contributes portion of the monthly premium for all plans for employees and dependents);
- Dental insurance (District contributes the monthly premium for Delta Dental plan for employees and dependents);
- Vision care (District contributes the monthly premium for vision care for employees and dependents);
- Life insurance (District contributes the monthly premium for term life insurance up to a maximum of a \$100,000 policy);
- Retirement (Public Employee's Retirement System, 2.5% at age 55 for "classic" members or 2% at 62 for "new" members).
- Deferred compensation (deferred compensation plan is available and the District matches up to \$100 per month).

APPLICANT'S RESPONSIBILITY

Applicants must certify the correctness of all information provided in the application, and must provide all required documents including District application and a DMV printout.