



San Luis & Delta-Mendota Water Authority

842 6th Street, P.O. Box 2157, Los Banos, California 93635, (209) 826-9696, FAX (209) 826-9698

Notice of **Internal** Job Openings **Accounting Technician I, Los Banos**

Application Deadline: 12:00 noon, Tuesday, January 25, 2022

Annual Salary (Steps):

Web Address: www.sldmwa.org/job-openings/

Accounting Technician I:

Step I	\$50,355.75
Step II	\$53,317.85
Step III	\$59,242.06

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of coursework in mathematics and financial recordkeeping skills, five years of increasingly responsible work experience in performing financial and technical recordkeeping support work.

Education:

Accounting Tech I

Performs routine accounting activities such as maintenance of general ledger, preparation of various accounting statements and financial reports, accounts payable, accounts receivable, or water accounting functions. High school diploma or equivalent with 5 years of related experience. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or a manager.

License/Certificate/Registration Requirement:

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) consecutive years. The driving record will not contribute to an increase in the Authority's automobile insurance rates.

Abbreviated Job Description: Under general supervision, the Accounting Tech series performs a variety of difficult and complex financial recordkeeping with minimal guidance, performs bookkeeping and recordkeeping assignments, and provides support. The class of Accounting Tech includes duties as described below. Positions may be assigned primarily to a special recordkeeping area such as accounts payable, accounts receivable, water accounting, or payroll. Each class is distinguished by experience and/or education as noted in the qualifications section.

Examples of duties: The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification. Gathers, assembles, tabulates, checks, verifies and files financial data; Processes documents involved in financial transactions and financial recordkeeping; Makes mathematical calculations; May have responsibility for vendor payments and other claims against the Authority; Matches invoices with purchase orders or collections to insure correct receipting; Audits invoices for proper extensions; Allocate purchases to proper accounts; Prepares check requests; Maintains financial logs and reports, updates financial files, codes payments; Researches information and makes adjustments to financial information; Maintains subsidiary ledgers; Researches inventory reporting problems; Posts billing statements and verifies proper payments; Prepares and maintains schedules of monthly late fees; Analyzes original documents and prepares journal entries; Reviews accumulated accounting adjustments and makes correcting entries; Monitors cash accounts, records monthly disbursements; Assists with the preparation of financial statements and reports; Regular attendance and adherence to prescribed work schedule to conduct job responsibilities. Reconciles contractor water delivery information with watermaster source documents; Posts contractor water payments; Tracks and reviews water transfers; Maintains out of area water transfers from sellers to buyers; Verifies coding of water transactions, cash receipts and other documents; Posts and maintains cash balances on accounts; Operates computerized fiscal recordkeeping and management information systems; Answers Contractor/Vendor inquiries about billing and payment problems, water rates and water delivery issues; Process bi-weekly payroll, audit hours, and account numbers; Prepare monthly, quarterly and year-end State and Federal Tax, Workers Comp and Unemployment reports and returns; Prepare and distribute various monthly payroll related reports; Prepare and maintain complex payroll records such as time sheets, deductions, withholdings, tax deposits, W-2's, and all other files and records related to payroll; Performs special assignments as directed by supervisor or manager; Related duties as assigned

Knowledge of: Methods, practices and procedures of financial recordkeeping; Mathematics; Computerized financial and management information systems, and spreadsheets; Knowledge of laws and statutes controlling maintenance of financial records; Payroll processes, generally accepted accounting principles and procedures

Ability to: Perform a variety of financial recordkeeping support assignments with minimal direction and supervision; Make arithmetical calculations quickly and accurately; Assist with the preparation of financial reports; Follow oral and written directions; Operate a computer and skillfully use financial and management information systems software and complex spreadsheets; Talk to and interview others to obtain or exchange information; Prepare and organize a variety of information; Maintain journals and ledgers and perform bookkeeping work; Work under pressure towards time sensitive deadlines; Effectively represent the Authority's financial functions with individual citizens, community groups, and other government organizations. Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

How to Apply: Obtain application online at www.sldmwa.org/job-openings. Due to the pandemic, in-person applications are not being accepted at this time. All applications will need to be mailed through the USPS or sent via email.

San Luis & Delta-Mendota Water Authority
Human Resources Department
P.O. Box 2157
Los Banos, CA 93635
apply@sldmwa.org

Resumes are encouraged; however, a resume will not be accepted in lieu of required application packet materials. Faxed application materials will not be accepted.

SELECTION PROCESS

Required Application Materials: The San Luis & Delta-Mendota Water Authority application must be submitted and received no later than the final filing date in order to be considered for this recruitment.

Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals most suited to our particular needs will advance to any skills and/or oral interview.

Should you need special accommodations for any skills test and/or interview, due to a qualifying disability, please contact the Human Resources Department at (209) 826-9696.

Verification of Employment: The Authority conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditional upon legal ability to work in the United States and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

BENEFITS

Retirement Benefits: 401(a) Defined Contribution Plan: A 401(a) Defined Contribution Plan is funded by the Authority contributing equal to 8% of your gross, base annual salary. **457 Deferred Compensation Plan:** participation in the 457 Deferred Compensation Plan is an election. If the employee elects to participate in the 457 Deferred Compensation Plan, the Authority will match up to 5% of an employee's base annual salary. The total potential combined contributions for the 401(a) and the 457 plans by the Authority may amount to a maximum of 13% of your gross base annual salary. All contributions under both plans vest immediately to you. Also available is a Retirement Health Savings (RHS) Plan.

NOTE: You should be aware that the Authority does not participate in Social Security. This may affect Social Security benefits you have already earned upon retirement.

Health Benefits: Three (3) medical benefit plans offered through ACWA-JPIA (Blue Cross PPO, Blue Cross HMO, Kaiser HMO). The Authority contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members (depending on the plan).

Dental & Vision Benefits: The Authority contributes 100% of the premium for the employee and the employee's eligible family members.

Employee Assistance Program: Available to employees and their household members, 100% of the premium for the employee and family members by the Authority.

Holidays: Employees receive eleven (11) paid holidays, which includes one (1) floating holiday.

Vacation & Medical Leave: Vacation leave is accrued at the rate of 80 hours per year up through year 4. At year five, leave increases to 120 hours per year. At 10 years of service, vacation leave is accrued at the rate of 140 hours and at 15 years of service, vacation leave increases to a maximum of 160 hours per year. Medical leave accrues at the rate of 8 hours per month, following one month of continuous service.

Optional/Voluntary Benefits include access to:

- Life Insurance
- AFLAC
- Short/Long Term Disability Insurance
- Credit Union

*The San Luis & Delta-Mendota Water Authority is an Equal Opportunity,
Male/Female, Vet/Disabled Employer*