

Santa Margarita Water District



EMPLOYMENT OPPORTUNITY

26111 Antonio Parkway, Rancho Santa Margarita, CA 92688

Senior Accountant

Pay Grade 846, Salary: \$5,403 - \$7,266/Month

Open until filled. Interviews may begin: March 13, 2012

THE POSITION:

Under administrative direction, plans, organizes, coordinates, and assists in all District accounting and financial business activities; performs related work as assigned. The position performs complex accounting and auditing functions of the Finance department. This class may direct assigned accounting staff on a project basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data
- Recommends and assists in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analyses.
- May supervise and review the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal record keeping work.
- Makes complex or difficult adjusting entries affecting several subsystems of an accounting system; assists in closing the District's financial records at the end of the accounting period; prepares a variety of related reports.
- Coordinates the preparation of the annual budget, including preparing revenue and expenditure projections; forecasts additional funds needed for staffing, equipment, materials and supplies; monitors expenditures.
- Prepares periodic and special financial reports and analyses, including those required for submission to various governmental agencies; conducts special studies and makes policy and procedure recommendations in areas of expertise.
- Confers with District staff at all levels; attends and participates in professional meetings; stays abreast of new trends and innovations in the field of finance, accounting, purchasing and data processing.
- Coordinates the annual audit of District financial records and systems.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from a four year college or university with major coursework in accounting or finance and five years experience of professional governmental accounting experience including two years in a management or supervisory capacity.

KNOWLEDGE AND SKILL LEVEL:

Thorough knowledge of governmental, fund and general accounting principles, practices and procedures, including budgeting and investment techniques, administrative principles and practices, including goals and procedure development and implementation, work planning and organization, auditing or principles and practices; applicable laws and regulations; standard office practices and computer user applications for accounting/business systems.

PHYSICAL REQUIREMENTS:

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class: communicate in person and/or by telephone with management, co-workers and the public; use office equipment; have hearing and vision within normal ranges; work primarily in an office environment; sit for extended periods of time; carry, push, move and lift up to 30 pounds; occasionally stoop, kneel, or crouch; manual dexterity to operate equipment; travel by automobile. Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.

SELECTION PROCEDURE:

Please apply for this position through the District's website at www.smwd.com. The online application must be fully completed. **Resumes will not be accepted in lieu of District application but may be attached. Incomplete applications may be eliminated from consideration.**

EQUAL OPPORTUNITY EMPLOYER:

SMWD is an equal opportunity employer. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Upon hire, the District will require documentation of legal right to work in the U.S. as required by the Immigration Reform and Control Act.