



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

## **ACCOUNTING SUPERVISOR**

**SALARY RANGE 20: \$106,961 - \$156,685 ANNUALLY**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MARCH 24, 2023**

*As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).*

Under general direction in a team environment, plans, organizes, manages and oversees accounting, manages and participates in the preparation of financial analyses and reports, participates in and coordinates development of the budget, and ensures all finance and administrative activities are in compliance with federal, state and local laws, codes, regulations and District policies. The Accounting Supervisor plans, organizes, directs, manages, and supervises professional, technical, and administrative staff engaged in a wide range of accounting work including Sr. Accountants, Accountants, and Accounting Technicians. Performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional class which performs complex budgetary and financial analysis to maximize cost effectiveness and operational efficiency of the District. The position requires knowledge, abilities and skills in accounting and financial analysis, and the ability to exercise critical and independent thinking resulting in sound decision making in the performance of their duties. This single incumbent class is responsible for managing and integrating accounting services for the district, including budgeting and budget control, auditing, accounts receivable, accounts payable, payroll and financial reporting. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to their class.

- Perform a variety of professional-level research, financial and analytical duties in developing operating and capital budgets, and revenue and expenditure projections.
- Participates in hiring, supervising, training, and evaluating staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required.
- Assist in evaluating, developing and implementing financial policies and procedures; coordinate and documents changes in procedures.
- Identify and resolve complex budgetary and financial issues; perform timely, accurate and informative financial analysis and forecasting; review and evaluate cost benefit proposals; and make recommendations to maximize cost effectiveness and operational efficiency.
- Monitor operating and capital budgets to ensure expenditures are appropriately accounted for and activity does not exceed authorized spending limits; ensure expenditures comply with all financial guidelines as well as District's policies and procedures; notify project managers of potential issues in a timely manner, recommend remedies and prepare appropriate documentation for budget adjustments.
- Participate in and provide staff support to the Board of Directors and committee meetings; prepares and presents staff reports and other correspondence at the meetings.
- Supervise, coordinate, and participate in a wide range of accounting services, including but not limited to general ledger, accounts payable, accounts receivable, payroll, and internal control functions, and procedures, establish work methods and procedures.
- Recommend, implement, and ensure compliance with operational policies and procedures, sound accounting principles, and proper internal control structure.
- Compile, organize, and evaluate complex financial and statistical data from various sources; prepare a wide variety of detailed and intricate analyses, reports, journal entries, account analysis, financial statements, and supporting schedules for the District.
- Supervise, coordinate and participate in month-end and year-end closing process.
- Participate in the periodic issuance of long-term debt and assist in the preparation of information and exhibits for the legal offering documents.



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- Ensure all debt is recorded properly in the District financial records.
- Work with Finance staff to properly setup and record budgetary data in the accounting software system for the District.
- Develop and recommend the department's budget; participate in monitoring appropriations and expenditures.
- Supervise, coordinate, and review Federal and State grant activities, including but not limited to, reimbursement invoice submissions, reporting, and Single Audits.
- Provide complex staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues.
- Play a lead role in the preparation of monthly and other financial reports, as well as periodic analysis of budget to actual.
- Coordinate activities and provide information and assistance to external auditing staff.
- Research updates to accounting and other applicable financial standards and provide recommendations for District implementation.
- Deliver written and verbal reports to Finance and Audit Committees as required.
- Perform related duties as assigned.

### **QUALIFICATIONS / KNOWLEDGE OF:**

- Advanced practices and techniques of financial and statistical analysis, and report preparation and presentation.
- Advanced knowledge of public administration and business communications.
- Principles of employee supervision including training, development, and performance evaluation.
- Operating and capital budget development, financial modeling and forecasting techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- Generally Accepted Accounting Principles and Governmental Accounting Standards Board accounting standards and requirements.
- Principles and practices of fund and governmental accounting, including financial statement preparation and reporting.
- Computerized financial systems and Microsoft Office applications.
- Complex principles and practices of governmental enterprise accounting and cost (management) accounting
- Techniques of public agency budget administration.
- General principles of public administration and management related to the implementation and evaluation of programs, operations and services.
- Applicable laws, codes, and regulations.
- Personal Computers, including computer spreadsheets and ERP system.
- Principles and practices of sound safety management.

**MINIMUM QUALIFICATIONS TO APPLY:** Graduation from an accredited college or university with a major in accounting, finance, business administration, or a closely related field; and at least five (5) years of progressively responsible accounting, budgeting, and financial analysis experience; or an equivalent combination of training and experience, two (2) years of which must have included lead or supervisory responsibilities; or equivalent.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** CPA or other similar professional accounting or financial certifications are desirable. Possession of a valid California Driver's License and auto insurance.

**APPLICATION AND SELECTION PROCESS:** **APPLICATION AND SELECTION PROCESS:** The first review of applications is March 24, 2023. To be considered for this opportunity please submit (1) a District application available at [www.wrd.org](http://www.wrd.org), (2) cover letter highlighting your applicable experience and (3) resume to [careers@wrd.org](mailto:careers@wrd.org) by the first review date. **INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, provide proof of COVID19 vaccination, pass a background check, a physical, and a toxicology screening. The District is an Equal Opportunity Employer.