



ACCOUNTANT

SALARY RANGE 15: \$69,181 - \$101,346 ANNUALLY

FIRST REVIEW OF APPLICATIONS: FRIDAY, APRIL 23, 2021

DEADLINE: OPEN UNTIL FILLED, MAY CLOSE WITHOUT PRIOR NOTICE.

PROMPT APPLICATION IS ENCOURAGED.

The Water Replenishment District of Southern California is seeking an independent thinking, problem-solving Accountant to support projects and programs related to the management of southern California's groundwater resources. Join the WRD team and make a real difference in the lives of more than 4 million people in Los Angeles County by helping to provide, protect, and preserve safe and reliable high-quality groundwater. As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees a very comprehensive and competitive benefits package including employer covered health care, up to 50% matching deferred compensation (with limits), a 9/80 work schedule, and the possibility of partial remote work during the current period of COVID-19 restrictions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended as illustrations of the various types of work that may be performed.

- Perform complex and professional accounting work in the maintenance and reconciliation of District accounts; prepare schedules, adjustments, journal vouchers and reconciliations to produce accurate periodic financial reports; make recommendations and calculate allocation of costs to District departments.
- Review and verify unposted accounts payable and receivable and supporting documentation; process and post invoices and billing to general ledger accounts; generate checks for payment; maintain and update accounts receivable receipts, aging schedules, and collection.
- Review accounting documents and make original and correcting journal entries; prepare and maintain control and subsidiary accounting records involving fixed asset and other special accounts; process entries to open and close work orders for construction and other projects.
- Develop a variety of budgetary, accounting, and financial schedules and reports, prepare monthly financial packets, including demand lists, contract lists and financial statements.
- Assist with preparation of the District's annual budget; assist in conducting budget interviews with staff to obtain initial budget requests; compile data for preparation of the annual budget; post adopted budget to the accounting system; answer questions and compile special reports for use in budget tracking and reporting.
- Review purchase requisition requests; assign purchase order numbers and post to the accounting system.
- Maintain and update annual and monthly District Capital Improvement Projects (CIP) budget, fixed assets and prepaid schedules; issue identification numbers and assign fixed assets to appropriate schedules; conduct physical inventories for fixed assets; provide information to management and auditors on CIP project progress.
- Process and maintain payroll inclusive of reviewing, verifying, auditing, editing, and maintaining payroll records including posting of payroll to the financial accounting system; preparing journal entries; maintaining employee benefits, expense reimbursements, District matching contributions and other payroll deductions; submit payroll reports to federal and state agencies.
- Maintain the District's contract database and assist in the management of District contracts.
- Knowledge of:
 - Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
 - Principles and procedures of payroll processing, cost accounting; auditing and internal control; public agency budgeting, business data processing related to accounting and financial information
 - Laws and regulations relating to the financial administration of public agencies
 - Advanced proficiency in Excel and MS Office applications

MINIMUM QUALIFICATIONS TO APPLY: Graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least three years of progressively responsible professional accounting experience; or an equivalent combination of training and experience.

LICENSE REQUIREMENTS: Current valid California Driver's License and vehicle insurance.

APPLICATION AND SELECTION PROCESS: The first review of applications will be April 23, 2021. Position may remain open until filled or may close at any time. To be considered for this opportunity you must submit a (1) Application for Employment (found at wrd.org/content/careers) (2) Professional Resume (3) written Response to the Supplemental Questions located on the Careers page of wrd.org. Submit completed materials to Human Resources, hr@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 will undergo a background check and drug test.

SUPPLEMENTAL QUESTIONS

To be considered for the Accountant position you must include a written response to the following questions in addition to your application and resume. All materials should be emailed to hr@wrd.org.

1. How many years of full-time equivalent experience do you have in performing accounting duties?
 - a. Less than 2
 - b. 3-4
 - c. 5-6
 - d. More than 7

2. Briefly provide your direct experience working in the following areas:
 - a. Payroll
 - b. Journal Entry preparation
 - c. Accounts Payable and Accounts Receivable
 - d. Bank reconciliations

3. Describe your work experience in supporting the development of an operating budget and Capital Improvement Projects (CIP) budget(s).

4. Indicate your proficiency with Excel level and experience:
 - a. Advanced (combine formulas, use VBA/write macros, create advanced charting, set up advanced conditional formatting)
 - b. Intermediate (sort, filter, use simple conditional formatting, export/import list or files, create graphs/pivot tables, create and link formulas)
 - c. Beginner (enter text/numbers, add/copy cells, format cells, move/delete rows, create simple formulas)