The Water Replenishment District is seeking an Accounting Technician to assist the District with accounting functions in support of its various projects and programs related to the management of southern California’s groundwater resources.

Working both independently and in group settings under direction of the Chief Financial Officer, the incumbent performs technical duties in the preparation, administration and maintenance of District accounts receivable, accounts payable, payroll and other accounting transactions and records, ensuring that these functions are carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

**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 this class.

- Processes accounts payable and disbursement transactions for the District; initiates payment processing by reviewing and inputting invoices and purchase orders; verifies appropriate authorizations and signatures; prepares necessary journal entries; maintains the integrity of the accounts payable subsidiary ledger and accounts payable aging; ensures timely payment of District liabilities; prepares monthly demand lists for District financial packages; verifies and inputs Director expenses; inputs transactions and manages the District's imprest check fund; notifies manager of the need for fund transfers.

- Processes and performs related accounts receivable tasks; enters accounts receivable invoices and prepares accounts receivable reports for posting to the accounts receivable ledger; prepares daily payment deposits; maintains and updates accounts receivable aging reports.

- Participates in the preparation and timely processing of the District's bi-weekly payroll; reviews timekeeping reports to ensure accurate, complete data; follows up with employees and supervisors to resolve timekeeping errors; enters timekeeping data into the payroll system; reviews, audits and reconciles final payroll reports and generates and distributes paychecks; processes and enters special payroll transactions and adjustments; reviews and prepares medical reimbursements for payment; inputs, maintains and updates employee reimbursement information in the accounting system; scans and maintains files of payroll reports; assists with Board of Director payroll as needed.

- Maintains and monitors purchase orders; issues purchase order numbers and obtains proper approval for purchase order requests; enters purchase order information into the accounting system for budget and monitoring purposes.

- Inputs and retrieves a variety of financial information and data; reviews and verifies account data and reports for accuracy and makes corrections as needed; maintains and updates spreadsheets to track financial information and accounts; creates and maintains various logs and documentation files.

- Responds to requests for information and questions from District management, staff, customers, contractors and vendors; researches account histories and other background information, resolves problems and/or recommends appropriate follow-up action.

- Provides backup for other accounting staff and performs administrative work in support of department operations; scans documents into the District's document imaging system; maintains and updates District accounting and payroll files.

- Attends Board and staff meetings as required.

**Knowledge of:**

- Practices and procedures of governmental budgeting, payroll and accounting.
- Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping.
- Fundamental accounting and internal control policies and procedures.
- Internal Revenue Service and State of California rules and regulations applicable to areas of assigned responsibility.
- Standard office practices and procedures.
- Uses and operations of spreadsheet and other standard business software.
- Principles and practices of sound business communication.
WATER REPLENISHMENT DISTRICT
is seeking qualified candidates for the following career opportunity:

ACCOUNTING TECHNICIAN

SALARY RANGE 13: $60,049.90 - $87,969.71 ANNUALLY
DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: FRIDAY, NOVEMBER 1, 2019

MINIMUM QUALIFICATIONS TO APPLY: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate of Arts degree in accounting; and three years of progressively responsible experience in performing accounts receivable, accounts payable, payroll and/or financial recordkeeping duties; or an equivalent combination of training and experience. Bachelor’s Degree in accounting preferred but not required.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS: Current valid California Driver’s License and insurance.

APPLICATION AND SELECTION PROCESS: The first review of applications will be November 1, 2019. To be considered for this opportunity please submit a (1) Application for Employment (available at www.wrd.org), (2) cover letter highlighting your applicable experience and (3) resume to Tracey Burke, tburke@wrd.org by the first review date. The District is an Equal Opportunity Employer.