



## San Benito County Water District

30 Mansfield Road • Hollister, CA 95023-9732  
Phone: (831) 637-8218 • Fax: (831) 637-7267

### EMPLOYMENT OPPORTUNITY

(Application deadline is Friday, October 27, 2023)

## **Accountant I/II**

**Salary Schedule I \$5,278-\$6,946/mo (\$30.45-\$40.07/hr)**

**II \$5,806-\$7,640/mo (\$33.50-\$44.08/hr)**

### **Recruitment is for 1 Full Time Position**

To perform a variety of professional accounting duties related to preparing the District for fiscal year-end and annual audit, preparing and monitoring the budget, performing month-end general ledger duties, and evaluating and reporting the District's financial status to management and the Board of Directors; to review fiscal records, and monitor financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing. This position is part of the Management/Confidential/Professional (MCP) group.

### **Desirable Qualifications:**

**Accountant I:** 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: A Bachelor's degree from an accredited college or university with major coursework in accounting, finance or a related field.

**Accountant II:** In addition to the desirable qualifications for the Accountant I: A Bachelor's degree from an accredited college or university with major coursework in accounting, finance or a related field and two years of experience as an Accountant I with the District.

### **ESSENTIAL FUNCTIONS**

- Perform bank reconciliations; identify and correct any differences; post interest, analysis fees, gains and losses and other adjustments; maintain accurate balance sheet for each District account.
- Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; calculate costs for each cost center; review and post journal entries and reconcile related revenue; analyze and review accrued/deferred assets and liabilities.
- Support the preparation of the annual budget including the development of timeline and materials and development of budget estimates; review, upload and consolidate department budgets; prepare budget presentation and binders; and ensure operating and capital budgets are placed on District's website.
- Develop budget recommendations for review including water sales, power charges, delinquency charges, well permit fees, and property tax revenue.
- Manage general ledger accounts including the preparation and posting of journal entries and reclassification of entries; prepare billing to outside agencies; maintain accurate records and supporting documents.
- Assist in the preparation of various financial reports including, but not limited to, the Board of Directors' quarterly report, investment reports, and budget to actual reports; review, reconcile journal entries; coordinate audits with external auditors and other governmental agencies.
- Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.
- Recommend or implement changes in accounting systems and procedures; participate in operating a variety of automated office and computerized financial information systems and test various budgetary accounting programs.
- Answer questions and provide information to the public and District departments; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

**Application Instructions & Information:** Visit our website [www.sbcwd.com](http://www.sbcwd.com) and submit: (a) A signed District Application; and (b) Resume to [jobs@sbcd.com](mailto:jobs@sbcd.com), mail, or deliver to 30 Mansfield Road, Hollister, CA 95023. Direct any questions to Cindy Tyler, HR, 831-637-8218, ext. 113. The Accountant I/II job description and the MCP Group Resolution for Salary/Benefits are also on the website. The most qualified applicants will be invited to participate in the interview process. Successful candidate must pass a drug screen, background check and review of driving record prior to appointment.

**EQUAL OPPORTUNITY EMPLOYER**