



Invites Applications for the Position of: **ACCOUNTANT**

\$38.75 — \$47.10 Hourly DOQ/DOE
(\$80,596 — \$97,964 Annual Salary)
plus Excellent Benefits!

Open until Monday, January 27, 2020

Job Summary:

Under the general direction of the Finance Supervisor, this position is responsible for performing work in all phases of the general accounting system. Requires demonstrated dependability, accuracy, ethics, good judgment, and independent decision-making within defined operations.

Essential Functions:

Maintains the job cost accounting system. Track jobs from start of the budget process to completion.

Maintains and audits fixed assets. Adds, disposes and runs asset depreciation. Prepares audit reports, capital outlay budget comparison and year-end carryover reports.

Maintains and audits accounting for inventory.

Performs miscellaneous accounts receivable functions and invoicing. Supports and reviews damage claim billing and collections.

Prepares various journal entries and account reconciliations including for payroll accounts and Flexible Spending Accounts.

Prepares monthly health benefits insurance billings and Consolidated Omnibus Budget Reconciliation Act reconciliation. Follows up on outstanding items.

Compiles, calculates and remits the San Diego County Water Authority capacity fees.

Prepares financial and special reports as needed.

Performs accounting and general ledger work. Accounts for revenues and disbursements.

Maintains financial security by following internal control procedures.

Performs accounts payable procedures in the absence of the Accounts Payable Clerk.

Reconciles General Account Bank Statement.

Performs related work as assigned.

Qualifications:

This position requires a bachelor's degree in accounting or a related field and a combination of education, training and experience in the performance of similar or related duties.

Minimum of three years of increasingly responsible professional-level accounting experience.

Strong attention to detail.

Must have strong computer skills using Microsoft Excel. Must have experience with mid-level accounting software. Must work independently and execute decisions about the performance of selected accounting processes.

Knowledge of Generally Accepted Accounting Principles in the United States.

Must have a valid California driver's license and must be acceptable to Vista Irrigation District's automotive liability insurance carrier.

Must establish and maintain effective working relations with other personnel and promote good relations with the public.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

The Vista Irrigation District was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

The District (Continued):

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the “50 fabulous places to raise a family”. In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to 28,700 customers in a 21,160-acre service area with a population of 137,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude “Bud” Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 89 people.

The Accountant is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.

The Vista Irrigation District is “an equal opportunity employer” and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the “careers tab”. **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

(No faxes or resumes in lieu of District application).

Job offers are contingent upon a pre-employment medical examination and drug testing.

Application packet must be received at the District no later than 4:00 p.m., Monday, January 27, 2020