



# Invites Applications for the Position of: **ACCOUNTS PAYABLE CLERK**

**\$31.30 — \$38.05 Hourly DOQ/DOE**  
**(\$65,112 — \$79,144 Annual Salary)**  
**plus Excellent Benefits!**

**Open Until Filled**

## ***Job Summary:***

Under the direction of the Finance Supervisor, processes vendor invoices and makes payment to vendors. Maintains and enters account data into the District's computerized financial system.

## ***Essential Functions:***

Processes incoming invoices including checking for accuracy, reconciling to vendor statements, distributing to departments and entering the appropriate fields of a highly complex computerized financial system. Matches invoices to purchase orders for price and quantity.

Communicates with vendors and others regarding missing or erroneous invoices, proof of delivery claims of non-payment, payment dates and terms, and concerning information necessary for account compliance with state, federal and District requirements.

Coordinates proper account coding, flow of documents and adherence to purchasing policies and procedures. Maintains familiarity with District's chart of accounts, purchasing policies and other policies and procedures.

Reviews vendor invoices for available discounts; and applies them as appropriate. Accrues sales and use tax on invoices where it was not properly charged.

Provides support to the Purchasing Agent and Inventory Control Clerk on matters including discrepancies between invoices and purchase orders; and with Inventory Control Clerk on matters including receipts of goods and services and account coding.

Prepares and distributes checks upon verification that appropriate approvals and supporting documents have been obtained.

Prepares and issues Internal Revenue Service (IRS) 1099 forms to vendors and completes appropriate reporting to the IRS.

Provides IRS W-9 forms upon request to customers.

Maintains financial filing systems in both hardcopy and electronic format. Organizes, updates, and maintains records of memberships and dues.

Prepares periodic summaries and reports of account activities.

Sets up and maintains vendor information on the financial computer system. Obtains and reviews information from vendors for District records, including, tax compliance information and forms.

Prepares Cash Disbursement Report for bi-monthly board meetings.

## ***Qualifications:***

Education and experience equivalent to graduation from high school and at least two years of experience in accounts payable. A two-year college degree is highly desirable. Incumbents must demonstrate the skills necessary to compose routine correspondence, reports, memos, tables, calculations, graphs, etc., using word processing, financial system reporting functions and spreadsheet-software.

This position requires skills in utilizing computers to process accounts payable with minimal errors and acceptable levels of productivity. Must have excellent organization skills. Must have a valid California driver's license and must be acceptable to the District's automobile insurance carrier. Must establish and maintain effective working relations with all District personnel and promote good relations with the public.

## ***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:***

Vista Irrigation District (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. 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 over 29,000 customers in a 21,152-acre service area with a population of nearly 130,000 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 District (Continued):*

The Accounts Payable Clerk is a non-exempt position and is eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy. This position is privy to information leading to decisions of management that affect employee relations and, as such, is designated as a Confidential Employee.

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](http://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.

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

**Open Until Filled**

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