



WESTLANDS WATER DISTRICT
IS HIRING AN:
ACCOUNTANT

Monthly Salary Range: \$5,489 - \$6,671

Department: General Accounting

Applications Accepted: June 20, 2022 – July 8, 2022

Minimum Qualifications

Education and Experience: Bachelor's Degree in Accounting, Business Administration, or closely related field with major course work in accounting, **and** three (3) years of professional accounting experience. Governmental Accounting experience is preferred.

Standard Requirement: Possess a valid California Class C Driver's License along with a driving record that is acceptable to the District's automobile insurance.

Position Summary

The Accountant is responsible for maintaining the District's financial accounting records and performing a variety of duties related to the financial and accounting work of the District. The Accountant will exercise independent judgment in interpreting and applying laws, regulations, and policies to the District's accounting and financial methods and records. This position may also direct and train other staff, and review work prepared by others. The current vacancy exists in the General Accounting Department at the Fresno Office and normal working hours are 8:00 a.m. to 5:00 p.m. with a one-hour lunch.

The primary duties of the Accountant position in the General Accounting Department include, but are not limited to, maintaining, and assisting with the preparation, maintenance, verification, and reconciliation of accounting ledgers, journals, and supporting records. Preparing and reviewing a variety of financial and tax reports for the District and outside agencies, including preparation of Federal and State reports. Researching, preparing, reviewing, and analyzing all types of records of financial transactions requiring the application of accounting principles, including budgetary preparation and control. Planning, organizing, and completing projects involving a variety of financial analyses, reconciliations, and data accumulation. Analyzing and developing or modifying manual and/or automated accounting systems. This position will accumulate, review, and analyze project cost data, including preparation of written reports to the Board of Directors, and coordinating with project managers and staff to obtain accurate and concise data. The Accountant also performs a variety of payroll procedures including maintenance and review of all payroll records such as timesheets, deductions, withholdings, tax deposits, quarterly filing requirements, W-2's, and all other files and records related to payroll.

Application and Selection Process

To be considered for this position, please submit a Westlands Water District Employment Application **and** your responses to the Supplemental Application no later than **Friday, July 8, 2022**, in person, by mail, email, or fax to:

Westlands Water District
Attention: Human Resources Department
P.O. Box 6056, 3130 N. Fresno Street
Fresno, CA 93703

Office Hours: Monday-Friday 8 a.m. to 5 p.m.

Email and/or fax application materials directly to: resume@wwd.ca.gov or (559) 241-6286

For questions, please contact:
The Human Resources Department at (559) 241-6205 or
Visit the District's Website at wwd.ca.gov

A typewritten Employment Application is preferred but not required. Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials.

Following the filing date, applicants meeting the qualifications and filing requirements may be scheduled for an oral panel interview.

Verification of Employment The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which includes a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of the selection process, you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

If you need special accommodations for the web-based interview due to a qualifying disability, then contact the Human Resources Department at (559) 241-6205 immediately.

Westlands Water District is an Equal Opportunity/ADA Employer

BENEFIT PACKAGE INCLUDES:

~ Please visit the District's website for further details ~

CalPERS Retirement Plan
Medical Insurance
Dental Insurance
Vision Insurance

Life & Disability Insurance
Voluntary Life Insurance
Employee Assistance Program
457 Deferred Compensation Plan

Flexible Spending Account
Paid Vacation Leave Hours
Paid Medical Leave Hours
11 Paid Holidays
Longevity Pay

The District does **not** participate in Social Security or State Disability Insurance.

Westlands Water District's mission is to provide a timely, reliable, and affordable water supply to its landowners and water users. To this end, Westlands is committed to preserving its federal contract, which includes water and drainage services, and acquiring additional water necessary to meet the needs of its landowners.