



WESTLANDS WATER DISTRICT

IS HIRING AN:

Accountant

Annual Salary Range: \$81,672 - \$99,264

Department: Customer Accounting

Applications Accepted: May 9, 2024 – June 13, 2024

Minimum Qualifications

Education and Experience: Bachelor's Degree in Accounting, Business Administration, or closely related field with major course work in accounting, **and** two (2) 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 will perform a wide range of professional accounting, financial, and allocation accounting duties, including the maintenance, review, and analysis of fiscal records and preparation of timely financial reports to District Management and staff. The Accountant will exercise independent judgment, maturity and integrity in interpreting and applying laws, regulations, and policies to the District's accounting and financial methods and records; have the ability to demonstrate and maintain a high degree of initiative, maturity, integrity, accountability, and good judgement; possess a strong understanding of Microsoft Excel and related mid to upper-level formula development, spreadsheet architecture and the use of tables; and can work in a dynamic team environment with excellent written and oral communications. This position may provide direction, training, and work review of related staff. One (1) vacancy currently exists in the Customer Accounting Department, located at the District's Fresno Office. Normal working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with a 1-hour lunch. An eligibility list created from this recruitment may be used to fill future vacancies.

Depending on assignment, the duties of the Accountant position include, but are not limited to, responding, and resolving problems related to accounting, budgeting, and water billing issues while interpreting District policies and guidelines, processing monthly water purchases, sales, rates, and allocation accounting, conducting special studies as directed by the Deputy General Manager of Finance & Administration, such as water revenue and expense analyses/projection rate setting and cash allocations, performing 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; coordinating financial and reclamation activities with federal and state agencies as directed This position prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts, prepares journal entries, performs periodic reconciliations of general ledger accounts, subsidiary ledgers, and bank statements, accumulates, reviews, and analyzes project cost data, including drafting of written reports to the Board of Directors, monthly financial statements, and coordination with project managers and staff as necessary to obtain accurate and concise data.

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 **Thursday, June 13, 2024**, online, in person, by mail, email, or fax to:

Westlands Water District
Attention: Human Resources Department
Mailing: P.O. Box 5199, Fresno, CA 93755
Physical: 286 W. Cromwell Ave.
Fresno, CA 93711

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 an agility test; 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 oral panel 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.