



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:
Accounting Assistant I/II

An Equal Opportunity Employer

SALARY:

Hourly
\$21.11 - \$33.74

Monthly
\$3,659.07 - \$5,848.27

OPENING DATE: 06/12/18

CLOSING DATE: 07/06/18 05:00 PM

THE ORGANIZATION:

This recruitment will remain open until 5:00 p.m. on Friday, July 6, 2018, or until the first 200 applications are received.

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

The Finance Department

The Finance Department has a broad range of responsibilities. These include accounting, financial reporting, payroll, deferred compensation, and accounts payable and receivable -- including reporting, billing and collection of water charges, budget oversight, and internal controls. The department is also responsible for investing and borrowing funds, protecting credit ratings in the investment market, developing long-range financing plans in support of the Capital Improvement Program, advising on proposed policy decisions, and providing oversight of imported water activities.

THE POSITION:

Salary Information

Accounting Assistant I: \$21.11 - \$28.39 / hour (\$43,908 - \$59,053 Annual)

Accounting Assistant II: \$24.48 - \$33.74 / hour (\$50,922 - \$68,484 Annual)

The Water Authority is seeking applicants to fill the position of Accounting Assistant I/II in the Finance Department. The position may be filled at either level, depending on candidate qualifications. The individual selected for this position will compile various financial and statistical records, prepare appropriate adjusting entries to accounts, classify data according to prescribed accounting system and generally accepted accounting principles, prepare accounting or statistical reports, and post and balance journal and subsidiary ledgers.

Other duties may include, but are not limited to, the following:

- Implements and maintains internal accounting for Accounts Payable function, policies and procedures to ensure adherence to the agency's guidelines.
- Reviews accounts payable invoices for required approvals, accuracy and completeness; works with departments and vendors to resolve discrepancies and invoicing issues; makes

adjusting journal entries to correct errors identified; reconciles monthly vendor statements.

- Prepares year-end accrual entries based upon unpaid invoices; notifies Purchasing of open purchase orders to be carried forward into the next fiscal year.
- Performs monthly reconciliations of assigned accounts, including bank statements.
- Participates in a variety of departmental tasks for cross-training purposes.

For further details regarding the duties and responsibilities, and qualification guidelines for each class specification, please click on the following links: [Accounting Assistant I](#) / [Accounting Assistant II](#)

This position has been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter.

QUALIFICATION GUIDELINES:

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.

Graduation from high school or G.E.D. equivalent and one year of experience performing financial or statistical recordkeeping duties. Completion of 12+ semester units in accounting at an accredited college or university with strong analytical and problem-solving skills is preferred.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire by **This recruitment will remain open until 5:00 p.m. on Friday, July 6, 2018, or until the first 200 applications are received.** Resumes will not be accepted in lieu of a completed application and supplemental questionnaire.

All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening devices.

Please consider applying early if you are new to the GovernmentJobs.com application system to ensure timely and successful navigation. If you have questions regarding the position, please contact Corinne Russell at (858) 522-6663. For technical assistance with the application system, please contact GovernmentJobs.com Toll-Free Applicant Support at (855) 524-5627.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
OUR OFFICE IS LOCATED AT:
4677 Overland Avenue
San Diego, CA 92123
858-522-6660
hr@sdca.org

Job #18-39
ACCOUNTING ASSISTANT I/II
CR

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Accounting Assistant I/II Supplemental Questionnaire

- * 1. **APPLICANTS - PLEASE READ CAREFULLY:** Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The supplemental questionnaire is used to further evaluate your experience and education to determine your eligibility for this position. Please answer each question accurately and thoroughly. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false

statements, omissions, or partial information may result in disqualification from the selection process.

The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work History/Experience section of your Employment Application. Failure to complete the "Work History/Experience" section of the employment application will result in your application not being considered. Please do not refer your responses to your resume. A resume will not be considered in determining your qualifications, unless specifically required as part of the application process.

I understand and agree to answer each question truthfully, and that my responses can be verified from information included within the application.

- * 2. Do you possess a high school diploma or GED equivalent?

Yes No

- * 3. Have you completed any courses in finance and/or accounting at an accredited college or university? If yes, please list the name of the college or university and the total number of semester units completed. If you have an Associate or Bachelor Degree in Accounting or Finance, please list.

- * 4. Please indicate your years of experience performing financial or statistical record-keeping duties.

No experience

Less than one year

1 - 2 years

3 - 4 years

Over 5 years

- * 5. Do you have any experience in governmental accounting?

Yes No

- * 6. If answered yes to the question above, please list your experience in governmental accounting. Please note, we must be able to verify the experience listed against the Work History provided on the application. If you have no experience, please indicate N/A.

- * 7. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Excel?

I have no formal education or experience.

I have training using this software but no practical experience.

I use this software independently and extensively.

I have trained others so they can use this software and others consult me as an expert for assistance.

- * 8. **WORK HISTORY**

Applicants are required to provide a complete work history. Individuals with an extensive employment history should include at least ten years of employment history. All applicants must account for any gaps in employment of more than 30 days. Failure to provide a complete employment history, omission of prior employers, or failure to account for employment gaps of more than 30 days, may result in disqualification from the selection process.

I understand and have provided a complete employment history.

- * 9. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your

application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records.

I acknowledge that I have read, understand, and agree to the above.

* Required Question