



*Seeks Candidates For
Accountant*

About Us...

San Juan Water District, located in Granite Bay, California, is a community services district created by a vote of the citizens in 1954. The District provides wholesale water to more than 160,000 people and retail to 30,000 people living in eastern Sacramento and southern Placer Counties. The District wholesales water to Citrus Heights, Fair Oaks and San Juan (retail) Water Districts, Orange Vale Water Company and the City of Folsom with surplus treatment capacity available to Sacramento Suburban Water District. The District provides treatment and delivery of more than 50,000 acre-feet of water per year to wholesale and retail customers.

With rich history dating back to the Gold Rush era, the District has served the community for more than 150 years. The District's highest priority is to provide reliable, high-quality water to its customers – every day, year in and year out. The District is significantly involved in reshaping California's water dialogue.

San Juan Water District is led by a five-member board of directors who are elected by the community to provide guidance, strategy, and policy for district programs and policies.

The Position...

The Accountant is part of the Finance team, reporting to the Director of Finance, responsible for planning, administering, and performing a variety of professional accounting, payroll, and fiscal functions; recording and reporting financial transactions of the District in accordance with generally

accepted accounting principles; and reviewing accounting transactions for accuracy. Duties include:

- Maintaining and reconciling a variety of ledgers and accounts; examining accounting transactions to ensure accuracy and correct financial records as necessary; balancing and reconciling the general ledger and subsidiary accounts.
- Planning, prioritizing and reviewing the work of staff assigned to a variety of technical and clerical accounting duties.
- Preparing and processing payroll in accordance with the FLSA and other laws, and related remittances such as payroll taxes and benefit payments, including preparation and remittance of quarterly tax reports and annual W-2's.
- Preparing invoices for District receivables including quarterly wholesale water billing.
- Preparing and/or reviewing a variety of bank reconciliations in conformance with approved reconciliation formats, claims, reports and schedules for accuracy and completion.
- Assisting with the preparation for annual audit and completion of the Annual Financial Report.
- Reviewing and auditing grant contracts, amendments and other documents to ensure compliance.
- Performing the AP process following the approved procedures, or serving as primary back-up to the preparer.
- Preparing and/or reviewing a variety of complex financial reports in conformance with internal and external requirements.
- Designing, recommending and implementing changes in accounting systems and procedures to Director of Finance.

The Ideal Candidate...

To be considered, candidates should be knowledgeable of generally accepted accounting principles and governmental accounting standards and practices, an understanding of the principles and financial administration including general ledger, accounts payable and accounts received and extensive knowledge and comfort with automated financial management systems, spreadsheets and related software. The qualifications include:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or closely related field.

Experience: Five years of increasingly responsible experience performing professional level accounting, payroll, financial reporting, cash management duties and utility billing.

Compensation and Benefits...

The salary range is \$35.77 - \$42.92 per hour, but is currently under review as part of a District wide Compensation Study. In addition, the District offers competitive benefits which include District contribution to CalPERS retirement, medical (100% of premium for most offered plans), dental and vision for employee and dependents; District paid life insurance; 12 paid days of sick leave; 12 paid holidays; and paid vacation depending on length of service. In addition, the District provides retiree health benefits with 50% of the premium paid with 10 years of service and an additional 5% with each year of service up to 100% with 20 years of service in CalPERS participating agencies.

Application Process...

To be considered for this position, please submit a District application, resume and cover letter, and three professional references to Shellie Anderson at Bryce Consulting. The position is open until filled with the first screening taking place at the close of business on May 20, 2022.

Shellie Anderson
Bryce Consulting, Inc.
Email: sanderson@bryceconsulting.com

Visit the District's website at www.sjwd.org for an application.

