



Seeks Candidates For Senior 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 can provide 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.

A Note From the Director of Finance...

Hello, my name is Donna. I am a CPA and have been working as a Finance Director in local government for over 19 years. These are interesting times. Recruiting for open positions has never been more challenging so I thought I would include a personal note to give you a realistic and personal description of this position and the organization/department in which works.

A year ago, my right hand person decided it was her time to retire. She was the one who knew the accounting system inside and out, as she had been a key member of its implementation back in FY 2014/15. She had institutional knowledge, and it has been painful having her gone.

The remaining employees and myself have been working extra hard to fill the void she left behind and are eager to find her replacement.

Is it you? We are a small department. Including myself and this open position, there are five of us doing accounting, human resources, purchasing, and risk management. Due to retirements and career advancements almost everyone in the Department is new, or newly promoted, which means we have this wonderful opportunity to create a new team with new norms and traditions.

I value intelligence, innovation, a strong work ethic and friends and family. I believe that work should be fun. I am a stickler for internal controls and documentation of your work product. I believe you work for your personal life; you don't sacrifice your personal life for work. Sometimes we have to put in extra hours to meet a deadline, but other times my employees have the flexibility to use their leave balances to be an active participant in their family life, whether that is taking a parent or grandparent to a medical appointment, helping out in your child's classroom, an exotic vacation, or just leaving early on Friday because you are eager to get your weekend started.

The job description for this position is very broad, good for allowing me flexibility in designing workloads for each position, but perhaps overwhelming on first read. As currently designed, this position is responsible for the following:

- Fixed Asset Accounting
- Project Accounting for Capital Assets and cost recovery for accidents and development projects
- Payroll Back up and Review
- Implementation of New Accounting Standards
- Lead on Accounting Software: security settings, module implementation, back end maintenance of general ledger and transaction codes
- Lead on annual financial audit
- Detailed review of Annual Comprehensive Financial Report
- Year-End G/L close process
- Maintaining accounting process and procedures documentation

- Acting Finance Director as needed
- Clearing banking exceptions
- Continuing Disclosure Reporting
- State Controller's Report
- Arbitrage Reports

A lot of this negotiable depending upon your skill set.

One last note, the benefits here are incredible. There is a wide range of health care plans that will cover you and your family with no out of pocket expense to you. We have generous overtime rules. While the goal is for us to be able to get our jobs done in 40 hours a week, sometimes overtime is necessary, usually in the fall as we prepare for the audit. The district also offers retiree medical for the employee and their spouse. You need only work here for a minimum of five years and retire from the District. Coverage, up to 100%, will be provided based on the number of years you have worked in a CalPERS covered agency. At 20 years total, you vest in 100% of the premium. As for salary, the District's compensation policy is to ensure base salaries are 5% above market average. Compensation Studies are performed roughly every 4 years to bring salary ranges into alignment with that market position. In between compensation studies, employees and pay ranges are given annual Cola's each July.

If this sounds like a position you are interested in, please consider applying – we can't wait to meet you!

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

Compensation and Benefits...

The salary range is \$49.04 - \$58.84 per hour. 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.

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



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