



SINCE 1933

Orange County Water District Employment Opportunities

CLASSIFICATION:

**Staff Accountant
(Fountain Valley)**

JOB DESCRIPTION:

The Staff Accountant provides routine professional and technical assistance in the administration and implementation of Orange County Water District's (OCWD) accounting and finance programs. This position mainly focuses on accounts payable but will cross train in all areas of the Finance Department.

Examples of Essential Job Functions:

- Prepares, reviews, and processes accounting transactions related to vendor invoices and payments, customer billings, task orders, contracts, and agreements.
- Performs auditing and exception handling functions involving purchase orders, invoices, accounts receivable, and/or other related functions.
- Prepares periodic reconciliation reports.
- Prepares updates, analyzes, and corrects general ledger entries and coding on invoices and adjusts correct account coding when necessary.
- Compiles data from various sources; prepares and reviews various reports including the list of payments to report to the Board of Directors twice a month.
- Prepares, submits, and reviews a variety of reports, ledgers, reconciliations, analytical reports, and/or statements to and from internal departments, financial institutions, and/or government agencies.
- Generates annual 1099 reports.
- Prepares and files Sales and Use Tax returns.
- Ability to research and resolve automated accounting system issues independently.
- Ability to handle job stress and fast paced environment.
- Ability to learn new paperless software and adapt to new workflows.
- Ability to perform multiple tasks simultaneously.

QUALIFICATIONS:

Education/Training: Bachelor's degree in Finance, Accounting, or Business Administration from a college or university accredited by the US Department of Education, or a related field with major coursework in finance, accounting, or business administration.

Experience: Minimum four years of general accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Previous experience with enterprise general ledger systems is preferred. JDE experience and paperless workflow experience highly preferred.

Must have knowledge of and experience with principles and practices of basic general accounting principles, practices, and methods of public and governmental accounting and finance, including general ledger structure of accounts; mathematical principals, office procedures, methods, and equipment including computers and applicable software applications such as Microsoft Word and Excel, principles and procedures of record keeping and filing, pertinent federal, state, and local codes, laws and regulations governing finance.

Must have the ability to perform accounting work in the full cycle of Accounts Payable, including two-and three-way, match system; prepare a variety of reports relative to assigned area of responsibility, perform mathematical calculations with accuracy and precision, maintain organized accounting records and files, analyze and reconcile various accounting reports, plan and organize work to meet changing priorities and deadlines, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contacted in the course of work.

License: A valid California Class "C" Driver's License and proof of automobile insurance are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motion. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met. Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SCHEDULE:

9/80, with alternating Fridays off, 7:00 AM – 4:30 PM or Regular C schedule Monday-Friday.

Hourly (non-exempt) Range: \$36.82 - \$46.03 per hour

Candidates given an offer of employment will be required to pass a medical examination and background check. You must submit an OCWD online employment application to be considered. Please visit www.ocwd.com to complete an application. Applications will be accepted until a sufficient number apply. EOE