MOULTON NIGUEL WATER DISTRICT invites applications for the position of:

Accounting Manager

**SALARY:** $9,394.67 - $12,644.67 Monthly

**DEPARTMENT:** Accounting

**OPENING DATE:** 07/23/21

**CLOSING DATE:** Continuous

**SUMMARY:**

OPEN UNTIL FILLED, FIRST REVIEW OF APPLICATIONS ON FRIDAY, AUGUST 6, 2021

All members of our Accounting & Purchasing teams contribute to our award-winning workplace. Moulton Niguel actively cultivates an environment in which all of our employees can learn, share, and grow. We’re not just in the water business, we’re in the people business.

Under the general supervision of the Controller, is responsible for the management of complex financial activity, including day-to-day operations of the District’s accounting, payroll, disbursement, receivables and debt activities. This classification is responsible for managing staff, administrative direction of the department, internal support to various departments and interacts with elected officials. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class is complex and involves significant accountability and independent decision-making responsibilities.

**ESSENTIAL FUNCTIONS:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

1. Audit all general accounting functions to include general ledger accounting, accounts payables, accounts receivables and payroll.
2. Perform complex accounting and auditing functions of specialized accounts and records.
3. Establish and maintain journals, ledgers, and supporting financial records.
4. Analyze, prepare, and submit monthly summary disbursement report to the Controller for further review and approval by the Board of Directors.
5. Prepare financial reports, including Annual Financial Reports and the Public Facilities Corporation Financial Statements, and other reports as requested.
6. Analyze and interpret financial, technical and general reports; perform account analyses and general ledger reconciliations.
7. Manage, direct, oversee, and approve bi-weekly payroll processing, tax, pension, government, and legal reporting, payroll reports, and external payroll account payments;
direct and review special payroll processing, additional payroll payments, and annual payouts.

8. Evaluate and resolve HR/Payroll system errors and pension and tax reporting errors; coordinate HR/Payroll system upgrades, new requirements, and implementations; participate in system testing and work with system vendors.

9. Review, approve, post, and upload payroll journal entries; review and assist with reconciliations and provide necessary documentation; research and resolve payroll, pension, and quarterly and year-end tax reporting discrepancies.

10. Coordinate and assist auditors on the annual audit of the District’s financial records, including agreed upon procedures, and Single Audits, when required.

11. Analyze and update the District’s accounting systems and controls, practices, procedures and policies; coordinate internal, independent, federal and state audits of the District’s financial statements and systems and develop remedies for audit discrepancies; review and ensure adequate internal controls for all areas of direct responsibility and the District as a whole.

12. Manage debt service obligations.


14. Coordinate annual reporting for regional agencies such as Municipal Water District of Orange County (MWDOC), Local Agency Formation Commission (LAFCo), etc.

15. Assist with grant compliance monitoring, reporting, and reconciliations.

16. Research and investigate upcoming Governmental Accounting Standards Board (GASB) pronouncements and provide recommendations for implementation.

17. Attend and make presentations at Board meetings, being available for assistance to the Controller for questions or Board inquiries.

18. Responsible for exercising independent judgment when making decisions on methods and procedures to accomplish specific complex tasks.

19. Must work with all departments and managers across the District and be successful at coordinating projects with other departments.

20. Manage and monitor the O&M and CIP budgets for the department in compliance with the District’s purchasing policy; initiate purchase requisitions; recommend capital equipment purchases.

21. Oversee time management and work activities of assigned staff; ensure time sheets are completed accurately and submitted in a timely manner.

22. Participate in the selection, counseling, and training of employees; regularly review and evaluate the performance of staff; write annual performance appraisals for assigned personnel while providing clear goals, expectations and professional growth goals for the coming year; may recommend merit increases, reclassifications, or disciplinary actions for assigned staff.

23. Works with management, vendors, employees and customers to resolve problems and make critical decisions based on District policies and procedures.

24. Exhibit clear, concise and professional verbal and written communication skills.

25. Implement and maintain compliance with pertinent safety rules and regulations.

26. Perform other duties as assigned.

QUALIFICATIONS:

One single guiding principle in every search for new Moulton Niguel Water District team members is identifying those applicants that are humble, motivated, and hard-working. Moulton Niguel expects new team members to uphold its workplace culture of an environment in which all employees interact with co-workers, supervisors, and the public in a positive, cooperative, and supportive manner.

Any combination of education and experience that would likely provide the required knowledge, skills and abilities (KSAs) may be qualifying. A typical way to obtain the KSAs is:

1. Equivalent to a bachelor’s degree in accounting, finance or business from an accredited college or university required.
2. Progressively responsible work experience in an Accounting position requiring the application of skills necessary to perform the above duties, preferably in a governmental agency; supervisory experience is required.
3. Possession of an active Certified Public Accountant (CPA) license or Certified Management Accountant, Certified Internal Auditor or Certified Public Finance Officer certification, or equivalent license/certification is required.
4. Proficient knowledge of the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.) is required; experience and knowledge of JD Edwards EnterpriseOne and NexGen CMMS software applications is preferred.
5. Effectively communicate in a professional manner, with District management, coworkers, inter-agency officials, Board of Directors and the public through verbal and written communication in face-to-face, one-on-one and group settings.
6. Must possess and maintain a valid California driver’s license and a safe driving record.

**PHYSICAL QUALIFICATIONS:**

Position requires mobility to work in a standard office environment, and operate assigned equipment, including computer, telephone, copier, etc.; ability to operate a motor vehicle to conduct District business; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone with District staff and consultants. This is primarily a sedentary office classification although standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.mnwd.com

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