Mesa Water District is hiring!

**SALARY RANGE:**
- Accounting Technician II: $26.56 - $36.62 hourly
- Senior Accounting Technician: $30.81 - $42.47 hourly

Mesa Water District (Mesa Water®) is now accepting applications for an Accounting Technician II or Senior Accounting Technician located in our Finance Department. This Department of five works collaboratively to achieve the District’s financial goals. While the primary focus of this role is Accounts Payable, the Accounting Technician also assists in preparing financial statements and reports, analyzing accounts for accuracy, assists in preparation of CAFR, prepares 1099s and other tax-related documents, and provides back-up assistance to payroll.

The ideal candidate is:
- Experienced in full cycle accounts payable
- Experienced in Great Plains financial software
- Thorough and has a keen eye for detail
- A critical thinker and analytical problem solver
- A self-starter who takes initiative in their work

**About Our District**
Mesa Water is a local government agency providing water to over 110,000 residents including homes, businesses and industries in Costa Mesa, parts of Newport Beach, and some unincorporated areas of Orange County, including the John Wayne Airport. An industry leader, Mesa Water is known for its advanced water treatment practices and use of multiple technologies. Employees are provided with an excellent benefits package offering $1,600/month in flex credits, a generous education reimbursement program, a voluntary 457 plan in which employees may receive a 3% match, and a wealth of training opportunities to ensure each employee has the resources they need to grow in their career. Learn more at www.mesawater.org.

**MINIMUM & DESIRABLE QUALIFICATIONS:**

**Accounting Technician II**

**Education:** Equivalent to the completion of the twelfth grade supplemented by college level course work in bookkeeping, accounting, business administration, or a related field. A Bachelor’s degree is desirable.

**Experience:** Three years of increasingly responsible clerical and technical accounting experience performing duties comparable to an Accounting Technician I with Mesa Water District. Experience in full cycle accounts payable is desirable.

**License:** Possession of a valid driver’s license and satisfactory driving record.
Senior Accounting Technician

Education/Training: Equivalent to the completion of the twelfth grade supplemented by an Associate’s degree in accounting or a related field. A Bachelor’s degree is highly desirable.

Experience: Four years of increasingly responsible clerical and technical accounting experience performing duties comparable to an Accounting Technician I/II with the Mesa Water District. Experience in full cycle accounts payable is desirable.

License: Possession of a valid driver's license and satisfactory driving record.

Please visit Mesa Water’s website for the complete job description.

Apply online at MesaWater.org
Only online applications with completed supplemental questions will be accepted.
DEADLINE TO APPLY: Wednesday, September 15, 2021 at 11:59 pm