

CRESCENTA VALLEY WATER DISTRICT ACCOUNTING CLERK

The District seeks an Accounting Clerk who, under general supervision, will work with the Accounting and Customer Service departments. The Accounting Clerk will perform a variety of bookkeeping and recordkeeping assignments. The individual will also perform related administrative functions and serve an active role within Customer Service, which may range from answering billing inquiries to analyzing water usage data to identify usage patterns.

Duties Include

- Set up accounts for general ledger posting
- Reconcile revenues, expenditures, receivables, and other data with the general ledger
- Assist with annual audits conducted by external auditors
- Assist management with the preparation of budgets and long-range financial plans
- Reconcile invoices to purchase orders and process vendor payments and other claims
- Assist with payroll activities
- Provide support for the Customer Service department and answer public inquiries about billing and payment problems

Job Specifications

- Knowledge of principles and practices of accounting – e.g., reconciliations, accounts payable, internal controls
- Comfort with financial and management information systems
- Ability to maintain and update ledgers and journals
- Ability to follow oral and written direction

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities. A typical way to obtain knowledge and abilities would be 3-5 years of increasingly responsible work experience in professional accounting and working with management information systems. An Associate's or Bachelor's degree or any equivalent in Accounting or closely related discipline is preferred.

Salary and Benefits

Work schedule is 40 hours per week with a salary range of \$3,923 to \$5,007

- Generous benefit package including CalPERS retirement plan

Filing Deadline: Friday, March 16, 2018 at 4:00 p.m. or until 50 applications are received.

Application forms and a complete job description are available online at the District website located at www.cvwd.com or at the Main Office. All applications should be returned to the District Main Office at 2700 Foothill Blvd., La Crescenta, CA 91214.

Resumes will not be accepted in lieu of District application forms.

An Equal Opportunity Employer