



Ross Valley Sanitary District  
2960 Kerner Blvd  
San Rafael, CA 94901  
(415) 259-2949 – [www.rvsd.org](http://www.rvsd.org)

**Ross Valley Sanitary District Invites Applications for the Position of  
Accountant I/II/Senior – DOE  
(Exempt; Confidential)  
\$6,014.00 – \$9,773 PER MONTH - 40 hours per week  
Plus an excellent benefits package**

**ABOUT THE POSITION**

Under general direction of the Administrative Services Manager, this position performs professional and technical work of a confidential nature in the areas of payroll administration, general accounting, public employee retirement (CalPERS) reporting, workers' compensation, and benefits administration. This position assists with the day-to-day accounting and financial operations of the District, including accounts payable functions, bank reconciliations and deposits, maintenance of accounting and payroll records, and other tasks as assigned.

**IDEAL CANDIDATE**

The ideal candidate will have a depth of knowledge and experience of payroll processes and procedures, including experience with ADP, as well as knowledge and understanding of Generally Accepted Accounting Principles (GAAP) and GASB (Governmental Accounting Standards Board) pronouncements, including full-cycle accounting functions.

In addition, the candidate will possess the following:

- Advanced to expert skills in ADP, QuickBooks Enterprise, and MS Excel.
- Excellent communication skills.
- A valid California Class "C" driver's license and a satisfactory driving record.
- Experience in governmental accounting and reporting is highly desirable.

*To be considered for the Accountant II level classification, the candidate will have an Associate degree or higher (or equivalent) and a minimum of two years of increasingly responsible accounting experience.*

*To be considered for the Senior Accountant level classification, the candidate will have a Bachelor's degree or higher (or equivalent) and a minimum of five years of increasingly responsible accounting experience.*

## TYPICAL DUTIES

- Manage, prepare, process and maintain records for bi-weekly payroll; prepare quarterly and annual tax reports and returns; confirm compliance with applicable Federal, State, and local law, rules, and regulations.
- Prepare and maintain a variety of ledgers, reports, salary and other pay schedules; process accounts receivables/payables, prepare bank deposits, credit card and bank account reconciliations, and purchase orders.
- Examine and explore technical transactions to resolve questions and confirm data; guarantee fiscal accountability and fund integrity for transaction and supporting documentation.
- Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of special districts; provide guidance to other staff in District administrative processes and procedures.
- Process health, life, and disability insurance enrollments and other benefit payments, and communicate with service providers concerning routine administration of programs.
- Prepare and update employment records related to hiring, transferring, promoting, and separating; explain human resource policies, procedures, laws, and standards to new and existing employees; ensure new hire paperwork is completed and processed; maintain personnel files in compliance with applicable legal requirements.
- Assist in hiring process by preparing job postings, reviewing resumes, and coordinating interviews and reference checks.
- Assist internal and external customers, provide information that may require judgment and discretion as well as interpretation of policies and procedures, request assistance for unusual situations or requests.
- Assist with closing of year-end books in preparation for annual audit, including the coordination of audit schedules and reports for external auditors, and supporting the Finance Supervisor and Administrative Services Manager during the annual audit process.
- Assist with preparation of a variety of financial statements and reports, including the State Controller's Financial Transactions Report, Government Compensation report, and Comprehensive Annual Financial Report (CAFR).
- Prepare workers' compensation quarterly reports.
- Prepare retirement contribution worksheets and submit to CalPERS (California Public Employee Retirement System).
- Prepare contribution reports for 457 deferred compensation plans.
- Assist the Finance Supervisor with sewer service charge billings.
- Provide support and coverage for other finance and administrative staff when needed.
- Implement and maintain accurate record keeping practices and systems; maintain working files (electronic and hardcopy).

## **BENEFITS SUMMARY**

- Employees receive fifteen (15) paid holidays per year including four floating holidays.
- Exempt employees receive ten (10) administrative leave days.
- Vacation is accrued from the first month of employment. Ten (10) working days accrue in the first year of service.
- Significant District contributions to medical, vision, and dental coverage for employees and eligible dependents.
- Paid sick leave. long- and short-term disability insurance, EAP, and life insurance.
- CalPERS defined benefit retirement - 2.7% @ 55 formula for classic members; 2.0% at 62 for new members (as of 12/31/12).

## **SELECTION PROCESS**

All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview. **Interviews are expected to be scheduled on Friday, September 27, 2019.** Candidates who score the highest in the interview selection process will be required to pass a reference and background exam prior to receiving a job offer. Candidates receiving a conditional offer of employment will be required to pass a medical and drug screen prior to receiving a final job offer.

## **APPLICATION PROCEDURE**

To be considered for this unique opportunity, **candidates must complete an online application and the required supplemental questionnaire through CalOpps.org.** The supplemental questionnaire is part of the application; please provide enough detail to rate your answers. Please use this link to access CalOpps and apply for this position: <https://www.calopps.org/ross-valley-sanitary-district>

**DEADLINE TO APPLY: SEPTEMBER 2, 2019**

**All required applications materials must be submitted and received by the final filing date.** Inquiries may be directed to [fnewhouse@rvsd.org](mailto:fnewhouse@rvsd.org).

Ross Valley Sanitary District is not responsible for the failure of Internet forms or email in submitting your application.

Accommodation: Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [fnewhouse@rvsd.org](mailto:fnewhouse@rvsd.org).

**ROSS VALLEY SANITARY DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**