

Santa Clara Valley Water District

Senior Accountant

Salary: \$9,476.13 – \$12,129.87 Monthly

First review of applications: August 25, 2021



SANTA CLARA VALLEY WATER DISTRICT

Headquartered in San Jose, the Santa Clara Valley Water District (Valley Water) is the largest multi-purpose water supply, watershed stewardship and flood management special district in California. Valley Water serves nearly two million people in Santa Clara County by providing a reliable and safe supply of water; enhancing streams and watersheds through creek restoration and habitat protection; providing flood protection for homes, schools, and businesses; and partnering with other agencies to provide trails, parks and open space for community recreation. Valley Water's unique multi-purposes enables it to use a comprehensive regional approach to water resources management and environmental protection that would not be possible if these services were fragmented among several agencies. As the primary water resources agency for Santa Clara County, which is located at the southern end of the San Francisco Bay and is home to Silicon Valley, Valley Water encompasses all of the county's 1,300 square miles and serves the area's 15 cities.

THE POSITION

This position will report directly to the Accounting Manager of the General Accounting Unit, Financial Planning and Management Services Division and will lead the General Ledger section activities overseeing four professional Accountant IIs. Some of the responsibilities of this position include preparing journal entries, cost allocation, administering fund balance reserves, overseeing monthly and year-end accounting closes, providing lead direction in conducting annual financial audit, preparing the Comprehensive Annual Financial Report and State Controller's Report, implementing new Governmental Accounting Standards Board (GASB) pronouncements and a variety of technical tasks and special projects relative to general ledger.

Key Responsibilities include, but are not limited to:

- » Lead, plan, train and review the work of staff responsible for general ledger and financial reporting.
- » Oversee accounts receivable, cash collections, daily bank deposits, and account reconciliations.
- » Review and ensure accuracy and timely reporting of financial transactions into the general ledger.
- » Prepare journal entry adjustments, administer fund balance reserves, monthly cost allocations, and fixed asset inventory control.
- » Coordinate monthly and fiscal year-end accounting closes.
- » Perform accounting tasks and problem resolution in assigned areas.
- » Perform a variety of technical tasks and special projects relative to assigned area of responsibility.
- » Oversee annual financial audits and providing support to outside auditors.
- » Prepare annual financial reports, e.g., Comprehensive Annual Financial Report and the State Controller's Report.

- » Independently perform professional accounting and auditing functions.
- » Interpret, explain, and enforce accounting policies and procedures.
- » Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- » Provide leadership during the annual audit by coordinating the timing of the audit, managing the preparation of audits schedules, and responding to audit inquiries in a timely manner.
- » Ensure compliance with applicable financial reporting and governmental accounting regulations.
- » Understand and follow verbal and written instructions.
- » Communicate clearly and concisely, both verbally and in writing.
- » Establish and maintain effective working relationships with those contacted in the course of work.
- » Principle, practices, methods and techniques of governmental accounting and financial management and reporting.
- » Theories and practices of accounting and auditing.
- » Licenses and Certificates: CPA, CPFO or CGFM licensing and certificates are a plus.

EDUCATION AND EXPERIENCE

- » A bachelor's degree from an accredited college or university with major course work in accounting or a related field.
- » Five (5) years of professional accounting experience, preferably in a public agency, including experience with financial statement generation
- » Substitution
- » Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.
- » Experience in maintaining general ledger, preparing financial statements, leading accounts payable, payroll, accounts receivable.
- » Experience in the preparation of the Comprehensive Annual Financial Report and the State Controller's Report.

SKILLS AND ABILITIES

- » Experience in automated accounting systems such as Peoplesoft or equivalent.
- » Proficiency in MS Word and MS Excel.
- » Prepare a variety of clear and concise financial summaries and accounting reports.
- » Identify and correct accounting errors.

APPLICATION AND SELECTION

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the process) by the first resume review date of **August 25, 2021**.

Please go to our website to submit your application: <https://www.governmentjobs.com/careers/scvwd/jobs/3190042/senior-accountant?keywords=senior&page=jobOpportunitiesJobs>

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