



Accounting Clerk

Salary Range: \$5,090 - \$6,822

San Lorenzo Valley Water District is looking for applicants for the position of Accounting Clerk. Please read the details of the position and how to apply below:

NUMBER OF POSITIONS TO FILL: One (1)

CLOSING DATE: March 24, 2023

SALARY: \$5,090 - \$6,822 per month depending on qualifications

ABOUT THE DISTRICT

The San Lorenzo Valley Water District is located in the coastal redwoods approximately 10 miles northeast of Santa Cruz, CA. If you live in the nearby towns of Felton or Scotts Valley, you are a relaxing 15-minute drive to work or the beach. The District maintains approximately 190 miles of pipeline and serves a population of approximately 35,000 customers. The SLV Water District was established in 1941 and serves the communities of Boulder Creek to Felton and Lompico to Scotts Valley.

DEFINITION

Under the general supervision of the Director of Finance & Business Services, performs clerical and administrative accounting activities in assigned areas, such as accounts payable, inventory and purchasing; maintains a variety of financial accounting and statistical records; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a position responsible for a variety of clerical accounting duties requiring knowledge of standard accounting principles and methods and the ability to interpret and apply a variety of District policies and procedures. The Accounting Clerk performs a full range of duties and is expected to exercise sound judgment within established guidelines. Incumbents may train other staff and may be cross-trained in several areas, including CSR I. Incumbent may receive lead direction from the Accountant. Incumbent may be required to step into the CSR I position as needed.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

| | |
|----------------------|---|
| Supervised by: | Director of Finance & Business Services |
| Lead direction over: | None |
| MOU : | Classified; non-exempt |

ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):

Processes vendor invoices for payment either by printing checks or through electronic payment; prepares monthly warrant list for Board of Directors.

Computes, verifies and reconciles invoice totals with packing lists; audits sales tax charges and routes appropriate documents to department managers for approval.

Allocates invoices to Projects or Work Orders; scans checks and supporting documents into electronic backup system and verifies that all information has scanned correctly.

Maintains retention worksheets for capital improvement projects.

Compiles documentation needed for grants or Certificates of Participation for reimbursement.

Reconciles purchase requisitions and purchase orders against inventory and accounts payable; maintains computerized inventory records.

Reconciles and processes 1099's; verifies W-9 information; creates annual compensation report of independent contractors with earnings in excess of a specified dollar amount.

Other miscellaneous accounting or clerical tasks as assigned.

QUALIFICATIONS**Demonstrated knowledge of and performance in the following areas:**

- Principles and practices of business and basic accounting;
- Use of computers and software in the development of accounting records and financial reports;
- Principles and techniques of customer service;
- General office procedures;
- Making accurate mathematical calculations and maintaining records and files;
- Principles and practices of written communication, English grammar, punctuation and writing.

Ability to:

- Communicate effectively, both orally and in writing with vendors or customers over the counter and on the phone, deal with hostile or upset people;
- Prepare accurate mathematical calculations, verify, compile and reconcile data;
- Process detailed paperwork in accordance with specific procedures and policies.
- Read, interpret and apply policies and procedures;
- Ability to write using standard business English;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal

- screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to graduation from high school.

EXPERIENCE: At least one (1) year of clerical accounting experience, which includes some accounts payable responsibilities.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

APPLICATION REQUIREMENTS: Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Resume

You can find a copy of the Employment Application and Job Details on our website:
<https://www.slvwd.com/>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: March 24, 2023

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

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|--------------------------------|---------------------|
| Title of Position Applying For | Date of Application |
|--------------------------------|---------------------|

Personal Information

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|------------------|---------------|-------------|-------|-----|
| Last Name | First Name | Middle Name | | |
| Address | Street | City | State | Zip |
| Telephone Number | Email Address | | | |

How did you hear about this position? _____

Do you have a valid California Driver's license? ☐ Yes ☐ No

| | | |
|----------------|-----------------|-----------------|
| License Number | Type of License | Expiration Date |
|----------------|-----------------|-----------------|

Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? ☐ Yes ☐ No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your former employers? ☐ Yes ☐ No

Have you previously applied for employment with the District? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been employed at the District? ☐ Yes ☐ No

If yes, please explain: _____

Education and Training

Did you graduate from High School? ☐ Yes ☐ No

If not, do you possess a GED or equivalent? ☐ Yes ☐ No

Please list any degrees, certificates, and licenses below:

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Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

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|--------------------|--|---------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
| Name of Employer | Address of Employer (include city and state) | Phone Number |
| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

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|--------------------|--|---------------|
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| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

References

Please list at least three professional references.

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|-------------------------|---|---------------|
| Name of First Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

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|--------------------------|---|---------------|
| Name of Second Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

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|-------------------------|---|---------------|
| Name of Third Reference | Job Title and Company where you worked together | |
| Relationship | Phone Number | Email Address |

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____