



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

## **ACCOUNTING TECHNICIAN**

**SALARY RANGE 13: \$65,886 - \$96,520 ANNUALLY**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MONDAY, AUGUST 15, 2022**

*As part of its commitment to hire and retain highly qualified customer-service driven professionals, WRD provides employees with a very comprehensive and competitive benefits package including employer covered health care, retirement through the California Public Employee's Retirement System (PERS) with Social Security, and up to 50% matching deferred compensation (with limits).*

Accounting Technician is primarily responsible for performing accounting duties in the preparation, administration and maintenance of District accounts receivable, accounts payable, payroll and other accounting transactions and records, ensuring that these functions are carried out in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Accountant Technician is a support role and participates in performing a variety of moderately difficult professional accounting duties including but not limited to the maintenance of District payroll and preparation of payroll reports, verification and posting of accounts payable and receivable, reconciling District accounts and preparing and providing accurate and timely financial reports to District management and to other governmental bodies and the public to support sound decision making and ensure appropriate public disclosure and accountability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process accounts payable and disbursement transactions for the District; initiate payment processing by reviewing and inputting invoices and purchase orders; verify appropriate authorizations and signatures; prepare necessary journal entries; maintain the integrity of the accounts payable subsidiary ledger and accounts payable aging; ensure timely payment of District liabilities; prepare monthly demand lists for District financial packages; verify and input Director expenses; input transactions and coordinate the District's imprest account; notify manager of the need for fund transfers.
- Process and perform related accounts receivable tasks; enter accounts receivable invoices and prepare accounts receivable reports for posting to the accounts receivable ledger; prepare daily payment deposits; maintain and update accounts receivable aging reports.
- Participate in the preparation and timely processing of the District's bi-weekly payroll; review timekeeping reports to ensure accurate, complete data; follow up with employees and supervisors to resolve timekeeping errors; data enters timekeeping data into the payroll system; review, audit and reconcile final payroll reports and generate and distribute paychecks; process and enter special payroll transactions and adjustments; review and prepare medical reimbursements for payment; input, maintain and update employee reimbursement information in the accounting system; scan and maintain files of payroll reports; assist with Board of Director payroll as needed.
- Maintain and monitor purchase orders; issue purchase order numbers and obtain proper approval for purchase order requests; enter purchase order information into the accounting system for budget and monitoring purposes.
- Input and retrieve a variety of financial information and data; review and verify account data and reports for accuracy and make corrections as needed; maintain and update spreadsheets to track financial information and accounts; create and maintain various logs and documentation files.
- Respond to requests for information and questions from District management, staff, customers, contractors and vendors; research account histories and other background information, resolves problems and/or recommends appropriate follow-up action.

**MINIMUM QUALIFICATIONS TO APPLY:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited Junior College with an Associate of Arts degree in accounting; and three years of progressively responsible experience in performing accounts receivable, accounts payable, payroll, and/or financial recordkeeping duties; or an equivalent combination of training and experience. Graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field is preferred, but not required. **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** A Certified Public Accounting license is preferred, but not required. Possession of a California Driver's License and car insurance. Proof of COVID19 vaccination is required upon hire.

**APPLICATION AND SELECTION PROCESS:** The first review of applications is August 15, 2022. To be considered for this opportunity please submit (1) a District application available at [www.wrd.org](http://www.wrd.org), (2) cover letter highlighting your applicable experience and (3) resume to [careers@wrd.org](mailto:careers@wrd.org) by the first review date. **INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, provide proof of COVID19 vaccination, pass a background check, a physical, and a drug test. The District is an Equal Opportunity Employer.

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
4040 Paramount Boulevard, Lakewood, California 90712  
For questions about this recruitment please call (562) 921-5521| [www.wrd.org](http://www.wrd.org)