

Employment



Opportunity

Accountant I

Olivenhain Municipal Water District is seeking candidates for the position of **Accountant I**. This position utilizes knowledge of generally accepted accounting principles to process a variety of accounting transactions such as accounts receivable, accounts payable, payroll, job cost, and cash receipts.

Pay range is \$32.10 - \$44.90 per hour depending on qualifications.

Key Duties and Responsibilities:

- Properly records accounting transactions in the District's automated financial management system.
- Posts daily cash received to the proper customer and general ledger accounts.
- Prepares monthly reconciliations of all District bank accounts.
- Reconciles various general ledger accounts and funds on a monthly basis.
- Organizes, maintains, and assists with retention requirements for District files and data.
- Initiates, reconciles, and closes out work orders.
- Calculates and collects capacity fees; accepts and prepares meter applications.
- Prepares, processes, and maintains account receivables and payables.
- Determines that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds.
- Provides support services to the Engineering Department with invoicing and sewer bill creation.
- Participates in the compilation and preparation of all required information to complete the District's annual financial statement audit.

Minimum Qualifications:

Associate's degree in accounting, business administration, finance, or a related field; or five years of progressive accounting experience, or equivalent combination of education and experience. Specific experience to include the recording of transactions, reconciliation and monitoring of various general ledger accounts with knowledge of generally accepted accounting principles and their application to the recording of accounting transactions. Familiarity with automated financial management systems; ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs; prior knowledge of fund accounting preferable; proven ability to organize and manage conflicting priorities.

OMWD offers a very competitive [benefits package](#) including CalPERS retirement and options for fully paid medical, dental, and vision insurance premiums for family coverage. **Interested candidates must submit a completed OMWD employment application and current resume.** All application materials will be evaluated and only the most highly qualified candidates will be invited to continue in the selection process. Subject to a background check for convictions directly related to job duties. Only job related convictions will be considered, and will not automatically disqualify the final candidate. Equal Opportunity Employer

Apply online at: www.olivenhain.com/job-opportunities

Application deadline: 5:00 p.m. on Monday, April 15, 2024

OMWD Human Resources, 1966 Olivenhain Road, Encinitas, CA 92024