

ACCOUNTING TECHNICIAN

Salary Range

\$29.40 - \$36.75 Hourly
\$2,352.00 - \$2,940.00 Bi-Weekly
\$5,096.00 - \$6,370 Monthly
\$61,152.00 - \$76,440.00 Annual

Position Summary:

Under general supervision of the Finance & Administrative Services Manager, performs customer service, data entry, intermediate accounting and record keeping, reconciliation and standardized accounting support work in an automated environment; and performs related work as required.

Essential Functions:

Positions in this class are assigned duties which involve a variety of customer service, and intermediate accounting functions. Employee follows established procedures in the selection of work methods and is expected to employ the established procedures necessary to complete the project unless significant unanticipated problems are encountered. Work is generally reviewed by the Finance & Administrative Services Manager upon completion for final results. Employee is expected to refer matters which do not fit a general pattern to the Finance & Administrative Services Manager for instruction.

Examples of Duties:

Has functional responsibility for account record keeping work of average difficulty in areas such as utility billing; performs water billing functions including water payment transactions, establishing new accounts, and other meter/device monitoring procedures; creates and processes purchases orders; maintains contractor insurance requirements, vendor agreements and W9 Forms; researches billing discrepancies and answers questions related to the discrepancies; answers incoming telephone calls and provides routine information and refers caller to proper parties; prepares work orders; posts cash receipts and related reports; performs weekly bank deposits runs; posts QuickBooks accounting entries and prepares monthly statements and related reports; compiles assigned reports; performs accounting and administrative support work; keyboarding including word processing and spreadsheets, record keeping and filing work, some job sharing for cross training purposes; operates a variety of office machines and performs other tasks as assigned.

Training and Experience:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level customer service and account record keeping including functional responsibility for utility billing and general bookkeeping experience. Experience in Microsoft Word, Excel is necessary, QuickBooks knowledge is desirable.

Qualifications:**Knowledge of:**

- Modern office equipment and procedures;
- Computer applications related to automated account record keeping;
- Business mathematics;
- Common public relations courtesies, practices and techniques;
- Receptionist and telephone techniques;
- Intermediate methods and procedures used in bookkeeping and financial record keeping;
- Computer programs related to billing and financial record keeping;
- Basic business data processing principals and the use of word processing equipment and spreadsheet software;
- English usage, spelling and punctuation;
- Appropriate safety precautions and procedures.

Ability to:

- Adhere to established time schedules;
- Perform varied office support and receptionist work;
- Make arithmetic calculations with speed and accuracy;
- Identify and reconcile errors;
- Operate a computer to enter and retrieve data;
- Operate 10-key and make mathematical calculations with speed and accuracy;
- Operate a keyboard with efficiency and accuracy;
- Prioritize tasks to meet established deadlines;
- Speak clearly and distinctly through effective communication with team members;
- Exercise patience and tact in receiving and processing customer complaints;
- Employ problem solving techniques
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those in contact in the course of work.

License and Certification:

- Possession of a valid and appropriate California Driver's license.
- High School Diploma or equivalent.

Training and Experience:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level customer service and account record keeping including functional responsibility for accounts payable and receivables and general bookkeeping experience. Experience in Microsoft Word and Excel is necessary.

Physical Requirements:

Sitting:	Remains in seated position for up to 8 hours per day.
Lifting:	Pick up boxes computer paper with assistance up to 25 lbs.
Carrying:	Transports payables and computer journals.
Talking:	Expresses ideas and shares information by means of spoken word in person and by telephone and radio.
Hearing:	Hears well enough to receive communication in person, by telephone or by radio.
Hands/Arms:	Operates computer and 10-key for up to 8 hours per day.
Vision:	Reads written or video messages for up to 8 hours per day and operates vehicle.

Reasonable accommodations will be considered.

YUIMA MUNICIPAL WATER DISTRICT
BENEFIT SUMMARY
EFFECTIVE 07/01/2023

HEALTH INSURANCE: The District currently offers a choice of Anthem Blue Cross Classic PPO or CalCare HMO. The District pays up to the CalCare HMO premium level towards health insurance for employees and their dependents. Employees can choose plans annually during the open enrollment period. Employees become eligible for this benefit on the first day of the month following 30 days of employment. Effective July 1, 2009 the District offers a monthly opt-out payment for employee health insurance upon proof of other coverage and within the ACWA rules for selecting this option.

DENTAL INSURANCE: The District provides dental the ACWA/JPIA Delta Dental Plan and pays 100% of the premium for the employee and their dependent(s). Employees become eligible for this benefit on the first day of the month following 30 days of employment.

VISION SERVICE PLAN: The District provides vision care through the ACWA/JPIA Vision Service Plan and pays 100% of the premium for the employee and their dependent(s). Employees become eligible for this benefit on the first day of the month following 30 days of employment.

LIFE INSURANCE: Life Insurance is provided with a benefit of two (2) times the employee's annual salary up to a maximum of \$200,000, with Accidental Death and Dismemberment (AD&D) coverage. Employees become eligible for this benefit the first day of the month following 30 days of employment.

PENSION PLAN: ¹The District contracts with the California Public Employees Retirement System (CalPERS):

- 3% @ 60 benefit formula for Classic Members
(Employee contribution rates as of 7/1/2016: 8%)
- 2% @ 62 benefit formula for PEPRA members
(Employee contributes 7.75%)

The District does not participate in the Social Security System.

DEFERRED COMPENSATION: The district currently offers an IRS Section 457 Deferred Compensation Plan with CalPERS 457 and Variable Annuity Life Insurance Company (VALIC), on an individual voluntary basis. Employees are eligible to begin making contributions after 6 months of continuous employment.

ALTERNATE WORK SCHEDULE: The District currently observes a 4/10 work schedule. Work hours are Monday – Thursday 6:00 a.m. to 4:30 p.m.

HOLIDAYS: The District observes the following paid holidays.

New Year's Day - January 1	Martin Luther King Day - third Monday in January
Presidents Day - third Monday in February	Columbus Birthday - second Monday in October
Memorial Day - Last Monday in May	Thanksgiving Day - fourth Thursday in November
Independence Day - July 4	Day after Thanksgiving - Friday after Thanksgiving
Labor Day - First Monday in September	Christmas Eve – December 24 th
Two (8 hour) Floating Holidays - to be selected by employee	Christmas Day - December 25 th

Floating holidays are added on the first pay period in February and September. If a holiday falls on a Saturday, the preceding Friday will be observed. If any holiday falls on a Sunday, the following Monday will be observed.

VACATIONS: Regular full-time employees accrue vacation hours from date of hire. The annual accumulation is based on completed years of service. Vacation may be taken the first day following the completion of 6-months service.

- 96 hours of vacation annually after completing one through 5 years of service
- 120 hours of vacation annually after 5 years of continuous service
- 144 hours of vacation annually after 10 years of continuous service
- 168 hours of vacation annually after 15 years of continuous service
- 176 hours of vacation annually after 22 years of continuous service, plus .67 hours per month for each year after of continuous employment up to 25 years

¹ Adopted 12/13/01 Resolution 834-01

- After 25 years of continuous employment the vacation earnings rate is capped at 16.67 hours per month (200 hours per year)

Employees are permitted to take all or a portion of their vacation each year and to accumulate vacation time up to a maximum of 150 percent (150%) of one year's eligibility. Accumulation in excess of 150% must be authorized by the General Manager.

SICK LEAVE: The District offers a sick leave accrual rate of 96 hours per year. Unused sick leave is accumulated from year to year.

WORKERS COMPENSATION: The district is insured with ACWA/JPIA for work related injuries.

STATE DISABILITY PROGRAM: Disability Insurance is administered by State of California (SDI) to help protect against wage loss because of a non-occupational illness or injury in which all accrued time has been exhausted. Employees pay for disability insurance coverage through payroll deduction at rates set by the State.

UNEMPLOYMENT INSURANCE: Unemployment insurance is payable to employees who have met all of the eligibility requirements of the law. No cost to employee.

EMPLOYEE RECOGNITION PROGRAM: The District provides an Employee Recognition Program to recognize, motivate, and reward accomplishments and contributions of its employees.

FIELD EMPLOYEES ALSO RECEIVE:

SAFETY BOOTS: Field employees are reimbursed up to a maximum of \$200.00 per fiscal year for safety boots and insoles. Proof of purchase required.

UNIFORMS: It is the District's policy that field employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All field employees are supplied with District Uniforms. Uniforms are provided and laundered by uniform company of the District's choice at no cost to the employee. Under the optional pant reimbursement program a reimbursement is provided in the amount of \$169/yr. with proof of purchase. This is offered to those who wish to purchase, launder and wear their own blue denim pants. The Operations Manager is eligible for the optional shirt reimbursement program in the amount of \$104/year with proof of purchase.

STAND-BY PAY: Employees assigned stand-by duty shall receive an hourly rate in an amount established by the Board for all non-worked/non-paid hours while on call. (Presently \$ 2.00/hr.)

MEAL ALLOWANCE: Field Employees will be paid a dinner meal allowance (currently \$5.00) if overtime exceeds two hours worked from 4:30 to 6:30 p.m. *and* the District does not provide meals. Meal allowance will be paid from notation on timecard. If a receipt for the meal is presented it will be considered reimbursement up to the amount of \$5.00 whichever is less.

Yuima Municipal Water District

34928 Valley Center Rd. Pauma Valley, CA. 92061 – Mailing: P.O. Box 177 Pauma Valley, CA 92061
Phone 760-742-3704 Fax 760-742-2069 E-Mail amy@yuimamwd.com

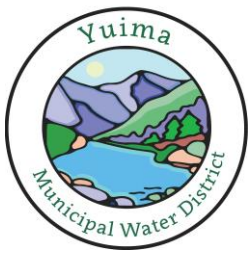
INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT

The following instructions have been provided to assist you in completing your employment application and to provide you with important information on the Yuima Municipal Water District recruitment policies.

IMPORTANT – PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

1. The employment application is used in all points of the hiring process and is the applicant's primary method of illustrating his/her qualifications. Applications must be filled out completely and clearly to show that the minimum qualifications are met. False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. *Resumes may be attached but will not be accepted in lieu of a completed District application form.* If more space is required, attach additional sheets. Please complete the fill-in form or print clearly in ink.
2. Some positions will require a supplemental questionnaire as part of the application process. If one is required to accompany the application form, the supplemental questionnaire will be included in the application package.
3. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
4. Completed application materials must be received at the District office by 4:00 p.m. on the closing date. Postmarks will not be accepted. Applications may be submitted in a sealed envelope marked, Attn: Amy Reeh, General Manager, either in person at 34928 Valley Center Rd. Pauma Valley, sent to our post office box 177 by US mail, or to the email address indicated above. Applications and other related application materials, whether accepted or rejected will not be returned. *Previous employees of Yuima may submit a letter of interest in lieu of an application. Please include the position you are interested in applying for in the letter.*
5. Applicants must complete a separate application form for each job position for which they are applying. Applications shall only be accepted during recruitment periods for the designated position, and will not be held for future recruitments.
6. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.
7. Final candidates will be required to take and pass a drug/alcohol screening, which will be included during the employment entrance medical examination. A positive test result will disqualify an applicant from employment. Candidates are cautioned not to quit or give notice to their present employer until they qualify on the medical and drug/alcohol screening, and a formal job offer has been extended by the District.

EQUAL OPPORTUNITY EMPLOYER: The Yuima Municipal Water District considers applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, mental or physical disability, medical condition or any other legally protected status. Qualified disabled applicants with special needs must notify the District in advance and whenever possible accommodation will be made available. Recruitment announcements are for general information only and do not constitute an express or implied contract and may be modified or revised without prior notice.



Yuima Municipal Water District Employment Application

OFFICIAL
USE ONLY

34928 Valley Center Road
P. O. Box 177
Pauma Valley, CA 92061

760-742-3704 office
760-742-2069 f a x
www.yuimamwd.com

Personal Information

Last Name	First Name	Middle Initial	Today's Date
Are there other names under which you have worked?	Phone Number	Email Address	
Street Address	City	State	Zip
What position are you applying for?	Desired Starting Salary	Your Availability Full Time Part Time	Are you willing to work, overtime, swing or shift duty? Yes No
Why are you interested in this position?			
If hired, could you provide proof of work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have bilingual skills in English and Spanish? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Date of Availability:	

Education

High School Name: Location:	Did you graduate?	Diploma or GED
College/University/Trade School Name: Location:	Major	Degree/Diploma
College/University/Trade School Name: Location:	Major	Degree/Diploma
Professional Certificates (Include date of issuance) (Water/Wastewater/Engineering/Clerical, etc.)	Software Applications/Clerical Skills	Equipment/Machines operated

A condition of employment is that an applicant must pass a job-related physical examination, *which for safety-sensitive positions only*, will include a drug and alcohol screening test, to be administered by a District appointed physician.

Applicant's Signature

Date

Employment History

Beginning with your present or last position, list the three most recent jobs you have held, including a summary of major duties and computer hardware/software use that relate to the position for which you are applying. If you need more space to describe other positions where you developed relevant experience, attach a page outlining that employment and experience. Include military experience that may relate to the position you are seeking. If you have a resume, attach it to this application.

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
Reason for Leaving			
Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
Reason for Leaving			
Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
Reason for Leaving			
Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Please describe any periods of time not accounted for in your Employment History, including any periods of unemployment. (Attach additional pages if needed.)

All Field Employees are required to reside within 30 minutes response time to the District's Control Center upon receiving a call to respond to an emergency.

Employees assigned 24-hour standby duty must be within immediate reach by telephone and be able to arrive at the District's Control Center within 30 minutes of receiving a call to respond.

Is there any reason known to you why you might be unable to perform work duties consistently and properly?

Yes ☐ No ☐ If YES, please explain:

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein may be sufficient cause for cancellation of consideration or dismissal from Yuima MWD service if I have been employed.

I agree that Yuima Municipal Water District and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsification of the statements and answers in this application form. If I am employed, I understand that additional personal data will be required for statistical purposes.

I further understand that any offer of employment is contingent upon my taking and passing a job-related physical examination which, for safety-sensitive positions only, will include a drug and alcohol screening test, to be administered by a District appointed physician.

I hereby acknowledge that I have read the above statement and understand it.

Applicant Signature

Date

Please email your application, and all attachments, amy@yuimamwd.com. Applications sent to alternate email addresses may not be reviewed. You may also print out and mail your application, or deliver it in person at the District Administration Office at 34928 Valley Center Road, Valley Center, CA, 92082.

It is the policy of Yuima Municipal Water District to recruit, hire and promote for all job classification without regard to race, religion, creed, color, national origin, ancestry, sex, sexual orientation, gender, marital status, pregnancy, physical or mental disability, medical condition, or age.

DO NOT COMPLETE THIS FORM UNLESS YOU RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT
UPON CONDITIONAL OFFER OF EMPLOYMENT THIS FORM WILL BE COMPLETED BY APPLICANT



EMPLOYEE RELATIONS

PARTNERS IN HR. PARTNERS IN SUCCESS.

“EMPLOYEE RELATIONS CLIENT” APPLICANT CERTIFICATION AND AUTHORIZATION

I hereby give **EMPLOYEE RELATIONS CLIENT** and **EMPLOYEE RELATIONS, INC.** the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, education, and activities, including, but not limited to, credit, criminal background information and driving record.

I understand that you may contact my previous employers and I authorize those employers to disclose to you all records pertinent to my employment with them.

Should an investigative consumer report be obtained from Employee Relations, Inc. in connection with my application for employment, I understand that I have the right to receive a copy of my report, free of charge, by checking the box below.

☐

PLEASE PROVIDE ME A COPY OF ANY REPORT GENERATED ON
ME AS A RESULT OF THIS APPLICATION FOR EMPLOYMENT

APPLICANT NAME (PRINT): _____

PHONE: _____

E-MAIL: _____

Date of Birth: _____

DATE OF BIRTH INFORMATION IS COLLECTED FOR THE SOLE PURPOSE OF
EXPEDITING YOUR BACKGROUND INVESTIGATION; IT IS NOT A FACTOR
CONSIDERED IN THE EVALUATION OF YOUR APPLICATION FOR EMPLOYMENT.

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OTHER NAME(S) USED UNDER WHICH RECORDS MAY BE LISTED:

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____ EXPIRATION: _____

SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE