



**CITRUS
HEIGHTS**

**WATER
DISTRICT**

Accountant



THE CITRUS HEIGHTS WATER DISTRICT

Is accepting applications for the position of
Accountant

First Review of Applications: November 12, 2024

ARE YOU EAGER TO MAKE AN IMPACT IN THE
COMMUNITY IN WHICH YOU WORK?

DO YOU HAVE THE SKILLS TO MANAGE COMPLEX
OPERATIONS AND INITIATE IMPROVEMENTS?

IS WORK/LIFE BALANCE IMPORTANT TO YOU?

IF SO, WE MAY HAVE THE OPPORTUNITY
YOU ARE SEEKING!

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains water service connections in a 12.8 square mile territory with a population of approximately 70,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael, and unincorporated Placer County. The District currently employs 38 full-time dedicated staff members.

As stewards of the community's water supply, the Citrus Heights Water District conducts its affairs with the highest ethical standards by emphasizing accountability, integrity, and collaboration. To achieve this goal, the District strives to create a team-oriented and safe work environment that empowers its staff and supports pursuits for personal and professional growth. Ultimately, the goal is to provide responsive service to the District's rate-payers. The District has served the community since 1920, and will continue to evolve as a dynamic provider of municipal water service to assure that its customers receive the best value without giving it a second thought.

THE COMMUNITY

The Citrus Heights Water District is conveniently located in the urbanized area between downtown Sacramento and Roseville. The community and surrounding area enjoys the cultural, educational and recreational amenities of the Sacramento metropolitan area. The San Francisco Bay Area, Reno, Lake Tahoe, Napa Wine Country and the Gold Country foothills of the 1849 Gold Rush are all easy day trips. The Citrus Heights Water District Service Area features quiet neighborhoods, beautiful parks, excellent schools, and affordable housing, while offering exceptional amenities such as a broad array of shopping and dining opportunities to both residents and visitors.

THE POSITION

This position is designed for an accounting professional who possesses journey level experience with complex financial and accounting tasks for a government entity or a private sector accounting professional desiring to learn in a rapidly evolving, special district environment.

The Accountant is an FLSA non-exempt, journey level professional position responsible for a variety of accounting duties including reconciliation of financial transactions such as accounts receivable, accounts payable, fixed assets, general ledger accounting, payroll, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing. This position will report directly to the Accounting Manager.

Some of the essential job duties include but are not limited to:

- Preparing and monitoring individual budgets and assisting in the preparation of the overall District budget and updates to the District's Rate Model as assigned.
- Preparing journal entries, general ledger and financial statements, with emphasis on the District's accounts receivable, accounts payable, payroll and fixed asset functions.
- Updating and maintaining accurate records of customer accounts, including receivables, delinquencies, and property transactions, and assisting with maintaining the District's customer information and financial information systems.
- Performing payroll responsibilities as assigned (directly or in coordination with a third-party payroll vendor).
- Performing a variety of routine to difficult accounting and financial recordkeeping work in the preparation of financial and statistical records and reports.



THE IDEAL CANDIDATE

The ideal Accountant candidate will possess knowledge Skills, and experience in the following areas:

- Demonstrated aptitude in budget preparation/monitoring
- Experience with utility billing and enterprise resource Planning (ERP) system implementation
- A strong teamwork orientation and the ability to establish and maintain effective working relationships
- Experience with long-term infrastructure and water budget planning is desirable
- The next CHWD Accountant should bring a customer service focus and the demonstrated ability to prepare clear, concise, and comprehensive financial reports

EDUCATION AND EXPERIENCE

Individuals meeting the following education and experience qualifications are encouraged to apply for this position.

EXPERIENCE:

One year of increasingly complex accounting and finance experience. Experience working with a public agency and/or a water utility is desirable, but not required.

EDUCATION/TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, public administration, or a related field.

LICENSE & CERTIFICATE:

Possession of a Certified Public Accountant license is desirable, but not required by the District.

Possession of a valid California Class C Driver's License may be required at the time of appointment. Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for the preceding two (2) to three (3) years duration is required.

COMPENSATION & BENEFITS

Salary range for the Accountant position is **\$85,592 to \$115,544**, with placement in the range made depending on qualifications.

In addition to a Pay-for-Performance program, District salaries are reviewed annually for a Cost-of-Living Adjustment (COLA) based on the Consumer Price Index for All Urban West Coast consumers (CPI-U).

The District's compensation package also encompasses an attractive benefits package that includes:

4/10 Work Schedule – The District observes a 4/10 work plan with all employees on a Monday through Thursday work schedule.

Retirement – The District offers CalPERS, with Social Security. Benefit is 2% @ 55 for classic members and 2% @ 62 for new members as defined by PEPRA, subject to limitations set by PERS. Employee pays the employee portion.

Deferred Compensation Plan – The District offers enrollment in a pre-tax payroll deducted 457 plan (Mission Square Retirement) with up to a 3% employer match, based on annual limits established by the Internal Revenue Service.

Health Insurance – Medical – The District provides health insurance options for employees and dependents, covering 100% of the premium costs for a Kaiser Platinum plan.

Dental/Vision Insurance –The District provides dental and vision coverage to employees and dependents.



Medical Cash Back Option – District provides \$400 per month as a cash back option for employees declining medical coverage upon providing proof of other individual coverage.

Life Insurance – District pays for \$250,000 of employee life insurance. Additional supplemental life available to employees at their expense.

Social Security – District has contracted to continue employee participation in the US Social Security Administration’s (SSA) Old-Age, Survivors and Disability Insurance (OASDI) program.

Vacation Leave/Management Leave/Sick Leave – District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours each, respectively, for new employees. In addition, each employee receives 10 hours of floating holiday time per year. Additional paid days off between the Christmas and New Year’s holidays are also provided to District staff.

Relocation Assistance
The District will provide relocation assistance to the selected candidate, if needed.

APPLICATION & SELECTION PROCESS

To apply for this excellent opportunity, please complete and return the Accountant Application Form via email to hr@chwd.org

An initial review of application materials will take place on **November 12, 2024**, and the most qualified applicants will be invited to subsequent steps in the recruitment process.

Please direct all inquiries regarding the application process to:

Brittney Moore
Administrative Services Manager
Email: bmoore@chwd.org
Telephone: (916)725-6873

THE CITRUS HEIGHTS WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

