

Application For Employment



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How did you learn about us?			
<input type="checkbox"/> Friend/Relative: (name) _____		<input type="checkbox"/> Website: (name) _____	
<input type="checkbox"/> Advertisement (publication) _____		<input type="checkbox"/> Other: _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number (Day)	Telephone Number (Evening)		
Email Address			

If you are under 18 years of age, can you provide the required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: ☐ Full Time ☐ Part Time ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

- WE ARE AN EQUAL OPPORTUNITY EMPLOYER -

Education

	High School	Undergraduate College/University*	Graduate/ Professional*
School Name and City			
Years Completed			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extra curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

*Education beyond the requirements on the job description or not related to the job for which you are applying need not be listed.

Indicate any languages, other than English, that you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities which relate to the job for which you are applying. You may exclude organizations which indicate race, color, religion, gender, national origin, mental or physical disability or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason Considering Leaving /Reason Left				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Telephone Number(s)				
	Address				
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

References

Give name, address and telephone number of three business references who are not related to you.

	Name	Relationship	Email Address	Telephone Number
1.				
2.				
3.				

With or without accommodation, do you have the physical and mental ability to perform the tasks on the **attached** job description?
(If accommodation is necessary, please describe below)

☐ Yes ☐ No

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of CHWD is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid California driver's license and proof of insurance.

I understand and hereby acknowledge that any employment relationship with CHWD is of an "at will" nature, which means that the employee may resign at any time and CHWD may discharge the employee at any time with or without cause. I also understand that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by the General Manager or designee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of CHWD.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel or an external consultant employed by CHWD, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: _____ Date: _____

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

NOTES:

CITRUS HEIGHTS WATER DISTRICT

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and supervise District financial activities with an emphasis on accounts receivable, accounts payable, fixed assets, and general accounting functions and customer service activities; to perform professional and difficult accounting work in the analysis and reconciliation of a variety of financial transactions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives operational direction from the Director of Administrative Services.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare annual financial reports; gather, research, compile, and analyze data for the District's Comprehensive Annual Financial Report

Participate, coordinate, and assist in directing the District's annual audit processes; serve as liaison to the District's external auditor,

Directs the development of Accounts Payable, Accounts Receivable and Customer Service divisions' work plans and work programs; monitor work flow; review and evaluate work products, methods, and procedures

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the implementation of District financial and accounting activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the performance of District financial, accounting, and customer service activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Maintain confidentiality.

Supervise the maintenance of accurate records of customer accounts, including receivables, delinquencies, and property transactions, and assist with maintaining the District's customer information and financial information systems.

Oversees bill preparation and notices to District customers.

Establish and maintain accurate records of vendor accounts, including vendor invoices and payments, and assist with the monthly and end of year reporting requirements.

Perform a variety of routine to difficult accounting and financial recordkeeping work in the preparation of financial and statistical records and reports.

Review a variety of financial documents and reports for accuracy and reconcile data with accounting records.

Manage vendor contracts and services related to District financial and customer service activities.

Provide telephone customer assistance including responding to customer inquiries about billing and payments.

Provide telephone vendor assistance including responding to vendor inquiries about invoices and District payments.

Receive and process customer payments from a variety of sources.

Resolve conflicts related to meter reading accuracy, delinquent accounts, disconnected accounts and billing disputes or errors.

Conduct a variety of special studies and surveys as requested.

Establish and maintain a variety of office and department files and records.

Prepare correspondence, memoranda, and other items as required.

Prepare, update and maintain procedures related to financial, customer service and vendor payment activities.

Maintain District general ledger, close and adjust journals and ledgers.

Maintain and reconcile balances on all cash accounts.

Maintain depreciation schedules for all office and field equipment.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain a physical presence in the office which is necessary to perform essential administrative and supervisory tasks.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting.

Operations, procedures, policies and precedents of the District.

Advanced accounting principles including thorough knowledge of applicable accounts payable, accounts receivable, general ledger, fixed assets systems and procedures, and financial chart of accounts.

Development and maintenance of filing and fiscal recordkeeping systems.

Research and evaluation methods.

Word processing, spreadsheets, databases and electronic mail.

Computer systems and software applications related to financial accounting, customer information and billing.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget preparation and monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Principles and practices of customer service.

Ability to:

Organize, implement and direct District financial, accounting and customer service operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Supervise, train and evaluate assigned staff.

Understand and solve complex accounting and business issues.

Organize data, maintain records and prepare reports.

Prepare clear, concise and comprehensive reports and correspondence.

Perform research and prepare documents and reports.

Maintain, update and ensure the accuracy of ownership of parcels of land in the District.

Exercise initiative and independent, astute judgment in sensitive situations; interview, investigate, problem solve and negotiate.

Evaluate and make recommendations on improvements to existing District operations, programs and services.

Develop policies, procedures, goals, and objectives.

Establish and maintain effective working relationships with those contacted in the course of work and resolve interpersonal conflicts.

Listen to various conflicting points of view while maintaining objectivity and balance.

Work with various cultural and ethnic groups in a tactful and effective manner.

Foster a teamwork environment.

Foster positive organization relationships.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible accounting, financial and customer service work experience with two of which as a lead accountant or supervisor.

Training:

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

License and Certificate

Possession of Certified Public Accountant license desirable, but not required.

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Accounting Manager
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FLSA: Exempt