



## **Internal/External Employment Opportunity**

**JOB TITLE:** Accounting Supervisor

**JOB STATUS:** Non-Exempt

**PAY RANGE:** \$35.29 - \$45.17 per hour, dependent on qualifications

**CLOSING DATE:** Open Until Filled, First review on Friday, June 27, 2014

**DUTIES:** The Accounting Supervisor is responsible for the oversight of complex financial activity, including day-to-day operations of the District's accounting, payroll, disbursement, receivables and debt activities. This classification is responsible for the supervision of staff, administrative direction of the department, internal support to various departments and interacts with elected officials. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class is complex and involves significant accountability and independent decision-making responsibilities.

The incumbent of this class is responsible for auditing all general accounting functions to include general ledger accounting, accounts payables, accounts receivables and payroll; perform complex accounting and auditing functions of accounts and records; establish and maintain journals, ledgers and supporting financial records. Incumbents will analyze, prepare and submit monthly summary disbursement report to the Controller for further review and approval by the Board of Directors and prepare additional financial reports as requested by management as well as analyze and interpret financial, technical and general reports; perform account analyses and general ledger reconciliations; coordinate and assist auditors on the annual audit of the District's records and provide support to all staff as necessary.

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Accounting Supervisor**

**QUALIFICATIONS:** A Bachelor's Degree in Accounting, Finance or business with accounting emphasis required. An active Certified Public Accountant (CPA) license is strongly desirable. Minimum of seven years of increasingly responsible finance, accounting, and administrative experience (municipal experience is preferred) with five years of supervisory experience required. Must maintain a valid California driver's license and a safe driving record.

**PHYSICAL REQUIREMENTS:** Position requires ability to communicate in a professional manner, with District management, coworkers, inter-agency officials, Board of Directors and the public through verbal and written communication in face-to-face, one-on-one and group settings; regular use of the telephone for communication; operation of office equipment such as computer terminals, copiers and facsimile machines; sitting and/or standing for extended time periods; hearing and vision required to be within normal ranges; occasional stooping, bending, climbing, lifting, walking, reaching and the ability to carry and lift materials and objects weighing up to 25 pounds; ability to travel to conduct District business.

**APPLICATION PROCEDURE:** Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at [www.mnwd.com](http://www.mnwd.com).

Completed job bid forms and applications must be received in the Human Resources Department by 5:00 p.m. on Friday, June 27, 2014 to be considered in the first review of applications.