



ACCOUNTING/OFFICE SPECIALIST

SALARY: \$4,446 - \$5403

The Monterey Peninsula Water Management District (MPWMD) is seeking a motivated and experienced individual to perform accounting and administrative duties in support of District operations. The ideal candidate will demonstrate initiative, attention to detail, strong communication skills, adaptability, and the ability to work cooperatively with various departments and the public. Excellent interpersonal and computer skills are key qualities for success in this position.

Essential Functions (include but not limited to the following):

- Assist the accounting department by verifying and reconciling information; ensures internal control procedures are followed and audit trails are established.
- Prepare accounts payable and reimbursement invoices.
- Provide assistance with accounts payable and receivable billings for projects.
- Perform accounts receivable duties; prepare checks for deposit and deliver to the bank; oversee petty cash fund, and access to safe and supplies; accept monies and issue receipts.
- Provide accounting and clerical support of division projects.
- Screen calls and visitors; assist the general public; respond to public inquiries in a courteous manner; screen inquiries, take messages and direct calls to appropriate staff.
- Operate and maintain office equipment such as fax, copier, printer, and mail meter.
- Monitor, purchase, and restock office supplies, office equipment, and breakroom supplies.
- Participate in advanced level copy projects; bind and distribute documents.
- Perform mail and postage duties; collect District mail; open and deliver all District mail; prepare letters and packages for mailing.
- Perform word processing, scheduling, and produce complex charts, tables and reports as requested.
- Prepare, file, and maintain inventory lists of files for archives.
- Enter, sort, index documents in document management system.

EXPERIENCE AND TRAINING

Five years of progressively responsible clerical accounting and administrative work experience with considerable contact with the public. Possession of an associate's degree or equivalent in business, computer applications or other related field. Bachelor's degree or equivalent preferred. Public sector work experience is desirable.

BENEFITS

Retirement: California Public Employees' Retirement System (CalPERS).

Medical, Dental, and Vision: 95% for employee and qualified dependents.

Life and Long Term Insurances: 100%

Short-Term Disability: 50%

Holiday: Thirteen paid holidays per year.

Vacation: Ten vacation days per year for first year of service with progressive increase up the 22 days/year after 15 years.

Sick: 12 days of sick per year.

Other: Deferred compensation and flexible spending account are available.

HOW TO APPLY

To be considered for this exciting opportunity, candidates should complete an online application. Please visit the MPWMD Human Resources Page or the link below to apply.

<http://www.mpwmd.net/who-we-are/working-with-us/employment-opportunities/>

DEADLINE TO APPLY

Open until filled. First screening of applicants will occur on June 30, 2017.

SELECTION PROCESS

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will occur in July and it is desired that the successful candidate begin employment as soon as possible. If you require an accommodation during the selection process, please notify Mi Ra Park, Human Resource Consultant, via email at hr@mpwmd.net.

MPWMD is responsible for regional water resource management on the Monterey Peninsula and Carmel Valley. The District's mission is to promote or provide for a long-term sustainable water supply, and to manage and protect water resources for the benefit of the community and the environment.

MPWMD IS AN EQUAL OPPORTUNITY EMPLOYER