



## **ACCOUNTING/OFFICE SPECIALIST**

**SALARY: \$4,576 - \$5,562**

The Monterey Peninsula Water Management District (MPWMD) is seeking a motivated and experienced individual to perform wide variety of accounting and administrative duties in support of District operations; maintains and processes financial records or transactions including accounts payable and receivable; provides information to the public and other Agency employees on Administrative Services Division functions, policies, and administrative procedures; answers telephone and provides assistance to the public; routes and distributes incoming and outgoing mail; maintains a variety of files and records; and performs related duties as assigns.

### **THE IDEAL CANDIDATE WILL:**

- Have demonstrated initiative to work independently while understanding the necessity for communicating and coordinating work efforts with others.
- Maintain the highest level of ethical behavior in all matters.
- Demonstrate adaptability, and the ability to work cooperatively with various departments and the public.
- Be able to multitask and work in a fast-paced environment.
- Have strong attention to detail.
- Have excellent customer service skills.
- Have demonstrated skills using general office software in an accounting support environment.
- Have experience in accounts payable and receivables.
- Have experience in data entry.
- Make mathematical calculations, including decimals and percentages.
- Follow oral and written instructions.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, customers, and officials.

### **The Agency**

Since 1978, The Monterey Peninsula Water Management District has worked diligently to augment the area's water supply, promote water conservation and the integrated use of reclaimed water and repair, improve and augment the environment along local streamside habitats. The Monterey Peninsula Water Management 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.

**EXPERIENCE AND TRAINING** - *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Five years of progressively responsible clerical accounting and administrative work experience with considerable contact with the public. Public sector work experience is desirable.

**Training:** Possession of Associate's degree or equivalent in business, computer applications or other related field. Bachelor's degree in accounting, business or related field preferred.

### **Knowledge of:**

Principles of accounting.

Principles and procedures of record keeping.

Basic mathematical principles.

Business math.

Techniques of word processing, database and spreadsheets.

Modern office procedures, methods and computer equipment.

Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook

English usage, spelling, grammar and punctuation.

Basic principles and practices of data collection and report preparation.

Methods and techniques of proper phone etiquette.  
Customer service techniques.  
Principles and practices of public relations.

**Ability to:**

Apply basic bookkeeping and/or routine statistical principles, practices and techniques.  
Perform arithmetic calculations quickly and accurately.  
Perform a variety of clerical accounting duties.  
Examine and verify receipts, invoices, and reimbursement documents.  
Collect and compile data to prepare simple reports; maintain accurate records and document actions taken; and proofread and/or edit for errors in input, grammar, punctuation and arithmetical computation.  
Learn techniques used in dealing with delinquent accounts.  
Maintain tactfulness and courtesy in high stress situations.  
Operate a computer and modern office equipment.  
Learn to understand and explain District policies and procedures.  
Type at a speed necessary for successful job performance.  
Respond to requests and inquiries from the general public.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**BENEFITS**

**Retirement:** California Public Employees' Retirement System (CalPERS), classic members 2% at 55, new members 2% @62.

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

**Life and Long-Term Insurances:** MPWMD covers 100%

**Short-Term Disability:** MPWMD covers 50%

**Leaves:** Ten (10) vacation days per year for first year of service with progressive increase up the 20 days/year after 8 years.

**Sick Leave:** Twelve (12) days of sick leave per year. Thirteen (13) paid holidays per year

**DEADLINE TO APPLY**

**The Deadline to apply is April 22, 2019, at 11:59 PM PST.**

To apply for this exciting opportunity: <https://www.calopps.org/regional-government-services/job-19765351>

**APPLICATION PROCESS AND SELECTION PROCEDURE:**

Applications must be submitted on-line through the Agency's applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list or discharge from employment.

Each application, answers to supplemental questions, and associated documents will be reviewed to determine each candidates' ability to meet the positions minimum qualifications. A combination of supplemental questionnaire, phone screen interviews, and/or written exam may be used to rank applications.

A Skills Assessment may be given to determine the most qualified candidates. The assessment will most like assess the following skills - Basic Office Skills; Following Written Instructions; Numeric Proofreading; Microsoft Excel 2010 - Normal User.

Candidates who are most qualified will be invited to an Oral Examination tentatively scheduled on May 21, 2019. The agency will make hiring decisions based on the outcome of the Oral Exam and may be required to complete a reference check and given a comprehensive background investigation. All candidates successful in being hired as a result of this recruitment will be required to complete a 6 month probationary period following appointment.

Additional inquiries about the position may be directed to Danielle Oliveira [doliveira@rgs.ca.gov](mailto:doliveira@rgs.ca.gov).

Neither Regional Government Services nor the MPWMD are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [doliveira@rgs.ca.gov](mailto:doliveira@rgs.ca.gov).