



## **ACCOUNTING/OFFICE SPECIALIST**

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

The Monterey Peninsula Water Management District (MPWMD) is seeking a motivated and experienced individual to perform accounting and office related 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):**

- Enter, sort, index documents in document management system.
- 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; occasionally 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 with queries in a courteous manner.
- Other office related administrative work as assigned.

For full job description please visit <http://www.mpwmd.net/who-we-are/working-with-us/employment-opportunities/>

### **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%

**Leaves:** 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. Thirteen paid holidays per year

### **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**

Applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will occur in July. If you require an accommodation during the selection process, please notify Mi Ra Park, Human Resource Consultant, via email at [hr@mpwmd.net](mailto:hr@mpwmd.net).

**The Monterey Peninsula Water Management District (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.