



**El Dorado Irrigation District**  
**JOB ANNOUNCEMENT**

**Position:** Accountant- amended 11/4/2024  
**Salary:** \$7,158.88-\$8,701.66 per month  
**Date Opened:** September 26, 2024  
**Filing Deadline:** The next review of applications will take place on November 15, 2024, or as soon as a sufficient number of qualified applications have been received, whichever occurs sooner.

**Interviews are tentatively scheduled for the week of November 18, 2024.**

***Candidates are required to complete the attached supplemental questionnaire.***

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**Human Resources Technician: LV**

The Human Resources Department is currently accepting applications for an Accountant position in the Finance Department. The desired candidate is self-motivated, highly ambitious, and has strong communication and relationship-building skills. This recruitment may be used to establish an eligibility list for filling future vacancies.

Under direction, performs a variety of professional accounting duties related to preparing financial statements, reviewing fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted accounting practices.

**EXAMPLES OF ESSENTIAL DUTIES:** *The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Participates in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Assists in the preparation of annual financial reports; gathers, researches, compiles, and analyzes data for the District's Annual Comprehensive Financial Report; reviews, reconciles, and prepares annual audit spreadsheets, reports, and journal entries.
- Examines accounting transactions to ensure accuracy; corrects financial records as necessary; analyzes, verifies, and prepares various financial reports and statements; assists in monitoring various accounts and verifying availability of funds and accurate coding and classification of expenditures; researches and analyzes transactions to resolve problems.
- Recommends or implements changes in accounting and auditing systems and procedures; participates in operating and testing a variety of automated office and computerized financial information systems.
- Participates in the District's annual external audit and year-end closing activities; prepares audit schedules; participates in regulatory agency audits.
- Creates new funds, divisions, departments, and accounts, as required, for financial and payroll purposes.

- Participates in the reconciling and analysis of Capital Improvement Program and Capital Asset Program activities; creates new contract/project numbers; analyzes projects for funding needs.
- Gathers, researches, compiles, tabulates and analyzes data for special projects as assigned.
- May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

## QUALIFICATIONS

**Knowledge of:** Principles and practices of Generally Accepted Accounting Practices. Principles and practices of governmental accounting, auditing, and financial reporting. Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting and auditing. Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation. Principles and practices of technical and functional supervision and training.

**Skill/Ability to:** Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records. Use automated office and computerized financial information systems. Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. 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, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

**Experience and/or Education:** 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:** Three years of responsible professional accounting experience, preferably with a governmental agency.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance or a related field.

## SPECIAL QUALIFICATIONS

**License and Certificate:** Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on case-by-case basis.

## SUPPLEMENTAL QUESTIONNAIRE

### ACCOUNTANT

**This supplemental questionnaire, along with your application packet, will be reviewed as part of the recruitment process.**

Please answer the following questions. Additional sheets may be attached.

1. Please describe your professional experience as it relates to the following:

- Month-end and/or year-end close
- General ledger account reconciliation
- Review and analysis of general ledger transactions
- Posting journal entries
- Preparation and analysis of financial statements
- Researching complex accounting issues
- Daily cash management and monthly bank reconciliation
- Fixed asset reconciliation
- Inventory reconciliation
- Capital improvement project accounting
- Assisting in the coordination of the annual year-end audit

2. Describe a situation where you had to take initiative in a high-pressure or challenging environment.

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Applicant Name

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Applicant Signature

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Date

You may submit your answers to [humanresources@eid.org](mailto:humanresources@eid.org)