



Irvine Ranch
Water District

NOW HIRING

ACCOUNTING SUPERVISOR

\$99,552 – \$137,112



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THE DISTRICT

IRWD is a progressive, values-driven agency, with an international reputation for its leading-edge financial management practices, water recycling program, water use efficiency practices, water banking, urban runoff treatment, and energy generation and storage.

Established in 1961 as a California Water District under the provisions of the California Water Code, IRWD is an independent special district serving central Orange County. IRWD provides high-quality drinking water, reliable sewage collection and treatment, ground-breaking recycled water programs, and environmentally sound urban runoff treatment to its customers. As an independent, not-for-profit public agency, IRWD is governed by a publicly elected five-member Board of Directors. The Board is responsible for the District's policies and decision-making. Day-to-day operations are supervised by the General Manager. Additional information can be found at the District's website: www.IRWD.com.

THE COMMUNITY

Serving several communities in central Orange County, Irvine Ranch Water District (IRWD) encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet. Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

IRWD CORPORATE VALUES

IRWD believes that its values – when shared and practiced universally – drive the character, culture, and capacity of our organization. IRWD was built on values, and we weave them into the fabric of everything we do.

Values are the ingredients in our recipe for both institutional and individual success. They are a code of conduct to promote positive outcomes for others and ourselves. They are more than words on a wall or a website. We live by them, every day. We pledge to keep them relevant in an ever-changing world.



IRWD employees enjoy working in a safe, supportive, and collaborative environment where they form strong bonds with fellow employees. To ensure effective communication and promote a team environment, employees work each day in the office or in the field, depending on their positions.



ABOUT THE ROLE

The Irvine Ranch Water District is accepting applications for an Accounting Supervisor who under general direction will plan, organize, direct, and supervise professional accountants performing routine to complex professional accounting duties including payroll, accounts payable, utility billings, and payments, accounts receivable, grant management and compliance, capital assets, water supply reliability accounting, real estate, and financial reporting.

The ideal candidate will be a good communicator, organized, have strong leadership, analytical and problem-solving skills, and pay close attention to detail.

ESSENTIAL DUTIES

ACCOUNTING SUPERVISOR

- Supervise the District's payroll team to ensure payroll deadlines are met and payroll is in compliance with existing, MOUs, State, and Federal laws and regulations.
- Analyze and review preliminary and final payroll register and other computerized payroll reports to ensure that appropriate payroll information has been accurately updated.
- Work with Human Resources to review, interpret and manage the implementation of payroll-related portions of negotiated collective bargaining agreements in a timely manner.
- Consult with Human Resources concerning the submittal of required forms to process pay increases, promotions, demotions, transfers, reassignments, terminations, etc., and coordinates the timely receipt of electronic time sheets.
- Prepare and/or review complex accounting transactions such as debt-refunding, water supply reliability, and grant compliance and reporting.
- Prepare and/or review general ledger activities; review and approve journal entries and bank reconciliations; understand and resolve issues on sub-ledger (s) and provide recommendations.
- Participate in preparing month-end, quarter-end, and annual financial reports including the District's Annual Comprehensive Financial Report (ACFR), and other entities' financial statements; understand and apply current knowledge of GAAP, FASB, and GASB.

- Coordinate with auditors on scheduled audits, and special projects.
- Participate in the development of business requirements with Information Systems; identify and implement opportunities for improving business processes; supervise/ perform user testing of system changes as appropriate; evaluate and develop user requirements and enhancements and provide user training.
- Monitor work activities to ensure compliance with established policies and procedures; formulate, establish, and maintain processes and procedures to ensure appropriate internal controls.
- Research and investigate accounting issues and recommend proper accounting treatment.
- Works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and District's mission, objectives and values regarding teamwork.
- Coordinate with all internal District departments as needed.
- Perform special projects and assignments or other duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION

A combination of education and experience equivalent to a bachelor's degree in Business Administration or a related field with an accounting emphasis is required. An official equivalency evaluation is required for degrees obtained outside of the U.S.

EXPERIENCE

- Five years of experience in a general accounting environment, including two years of supervisory experience, is required.
- Two years of payroll experience is required.



ATTRACTIVE BENEFITS PROGRAM

Salary Range: Annual Salary

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Medical

- District contribution of up to \$2,374.63 per month in 2023.

Dental

- District pays 100% of the premium for dental coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

Vision

- District pays 100% of the premium for vision coverage for eligible employees and their eligible dependents. Coverage is effective the first day of the month following the date of hire.

Pension

- CalPERS pension plan of 2% @ 62 (employees with prior CalPERS or reciprocal membership are eligible for CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member within six months of hire date with IRWD).

Deferred Compensation

- The District matches employee contributions up to 3% of base pay after 1 year of employment.

Paid Vacation

- Eligible employees begin accruing vacation benefits at the rate of 80 hours per year for the first 5 years of employment and are eligible to use paid vacation time after 6 months of employment. Employees accrue 120 hours per year after 5 years of employment and 160 hours per year after 10 years of employment.

Paid Holidays

- The District offers 11 scheduled paid holidays plus one personal holiday per year.

Sick Leave

- Eligible employees accrue 96 hours of sick leave annually.

Other Benefits

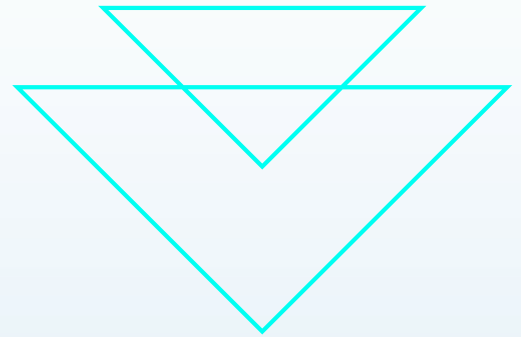
- Optional benefits include: educational reimbursement, employee assistance programs, commuter benefits, wellness reimbursement programs, cell phone allowance, flexible spending accounts; accident, critical illness, and hospital indemnity insurance, pet insurance, and legal services.

For more information regarding our benefits, click here.

<https://www.irwd.com>



**Irvine Ranch
Water District**



HOW TO APPLY

The position is open until filled with the first review date being: April 21, 2023.

You will apply directly through the Irvine Ranch Water District by clicking HERE.

If you have any questions regarding the recruitment, please contact the recruiter below:



Koff & Associate

A Gallagher Compar

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