



*The Upper San Gabriel Valley
Municipal Water District Announces
an Employment Opportunity as*

ACCOUNTING/FINANCIAL ANALYST



The Upper San Gabriel Valley Municipal Water District is seeking an experienced, responsible and cost conscious municipal finance professional to become the District's new **Accounting/Financial Analyst**.

THE DISTRICT

The Upper San Gabriel Valley Municipal Water District (Upper District), incorporated in 1959, provides a reliable and cost effective supply of high quality water to residents and businesses within the San Gabriel Valley. The District covers 144 square miles in the main San Gabriel Valley and serves more than 950,000 residents. Consistent with its motto of "Where Solutions Flow," the District is widely recognized for its customer service orientation, community involvement, and creativity in promoting water quality, water recycling, and water conservation.

A five-member Board of Directors representing five geographic divisions within the Upper District's boundaries governs the District. The General Manager of the District is appointed by and reports directly to the Board of Directors and serves as the Chief Executive Officer. The Board's Mission is to achieve the following:

Mission Statement

Provide a reliable, sustainable, diversified and affordable portfolio of high quality water supplies to the San Gabriel Valley; including but not limited to: water conservation; recycled water; storm water capture; storage; transfers and imported water.

The Upper District has 11 highly dedicated full-time employees and a \$30.94 million fiscal year 2016-2017 operating budget, of which \$22.77 million represents purchased water cost. The future for the District is very bright, filled with complex challenges and exciting opportunities. Some key challenges facing the District include:

- Constantly evolving job functions depending on District needs and priorities due to the District being a small agency.
- The District's multicultural work environment which presents unique challenges requiring tolerance and adaptability.

Some urgent tasks facing the District include:

- Development of customized tools that facilitate detailed cost and budget monitoring for District programs and grants.
- Development and maintenance of a detailed budget model.



THE POSITION

The Accounting/Financial Analyst reports to the Chief Financial Officer and is responsible for organizing and analyzing data related to organizational, functional, and fiscal studies of District activities, programs, and services; prepares budget proposals and comprehensive research reports and recommendations; and provides information to District management and other agencies.

RESPONSIBILITIES

The Accounting/Financial Analyst is responsible for accounting operations including the processing of the monthly general ledger using MAS90 accounting software, and preparing journal entries and appropriate support work papers, entering the journal entries in the accounting system for accuracy, and reconciling account balances to source documentation; assisting with budget and fiscal analysis and the preparation of budget spreadsheets and related presentation materials; preparing detailed written, oral and graphic reports related to studies performed; assisting

with the establishment of District operating policies and procedures; preparing assessment invoices and related accounts receivable records, as directed by the Chief Financial Officer; and performing monthly reconciliation of bank and general ledger accounts. In addition, the Accounting/Financial Analyst prepares financial tables, schedules and supporting work paper for internal use, audit and/or grants reporting purposes; maintains updated schedules of District assets and project costs; assists in the preparation of monthly and other periodic financial reports; establishes and maintains cooperative working relationships with co-workers, outside agencies and the public; and stays abreast of new trends and innovations in related fields.

QUALIFICATIONS

Candidates must have education and experience equivalent to a Bachelor's Degree in accounting, finance or a closely related field, and four years of increasingly responsible experience in accounting, finance, or closely related field, preferably in a governmental agency or utility. Experience in generally accepted accounting principles and practice is preferred. Must be able to use common business computer applications such as word processing, spreadsheet, presentation and accounting software. CPA is desirable.

The ideal candidate will be well versed in municipal finance management and budgeting; exercise discretion and independent judgement on accounting matters; demonstrate accuracy/thoroughness; understand business implications of decisions; be known as a person with a can do attitude and a team player; and work well in a small, flexible, diverse multi-cultural environment.

PERSONAL CHARACTERISTICS

In addition to the qualifications described above, the Accounting/Financial Analyst will be:

- A self-starter.
- Professional.
- An excellent communicator.
- A timely problem solver.
- Resourceful.
- Approachable and flexible.
- Customer focused.

- Self-confident.
- Tactful.
- Results oriented.
- Trustworthy.

SALARY AND BENEFITS

Annual Salary: \$66,234 to \$87,126, Depending on Qualifications.

The Upper San Gabriel Valley Municipal Water District also offers an excellent and competitive benefits package that includes:

- CalPERS Retirement Plan.
- 13 paid holidays.
- Paid vacation.
- Sick Leave.
- Bereavement Leave.
- Medical insurance for employees and qualified plan participants.
- Reimbursement for out of pocket medical expenses up to \$2,500 per year per qualified participant.
- Reimbursement for dental, vision and hearing expenses up to \$2,500 per year per qualified participant.
- Retired District Employee Health, Dental, Vision and Hearing benefits after 10 years or more of continued service with the District and age 55.
- Deferred Compensation available.
- Tuition Reimbursement.
- Mileage Reimbursement.



EQUAL OPPORTUNITY EMPLOYER

The Upper San Gabriel Valley Municipal Water District is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran's status.

APPLICATION PROCESS

Qualified applicants can apply online to RJA Management Services, Inc. by going to www.rjamanagement.com. First review begins February 3, 2017. Following the first review date, applications will be screened against the criteria in this brochure and preliminary interview will be scheduled with candidates having the most relevant qualifications.

Dr. Richard Garcia, President
RJA Management Services, Inc.
122-A East Foothill Blvd., #24
Arcadia, CA 91006
EOE

www.rjamanagement.com

ADDITIONAL INFORMATION

Additional information about the Upper San Gabriel Valley Municipal Water District can be obtained on the District's website: <http://www.usgymwd.org>

