



Invites Applications for

Accounting and Financial Analyst

EXCITING OPPORTUNITY

The Mt. View Sanitary District (MVSD) is seeking a new Accounting and Financial Analyst. This is an exciting opportunity to join a team of dedicated, professional employees that are committed to providing exceptional services to their customers and to work in a location that is “just around the corner” from home, avoiding the long commute to the San Francisco or San Jose area.

The Accounting and Finance Analyst will have the opportunity to work in a very broad range of areas, including financial and statistical reports, payroll, benefits, accounting systems, maintaining and balancing major general ledger accounts, AR/AP, financial planning and operating and capital budget preparation.

If you have three to five years of professional accounting and financial analysis experience, you enjoy responsibility for performing a broad range of accounting and finance activities independently, and would like to join a team of dedicated employees that works well together this is the job for you!

THE COMMUNITY

MVSD is located in the City of Martinez, within Contra Costa County, one of nine counties in the San Francisco-Oakland Bay Area. Contra Costa has one of the fastest growing work forces and is rich in ethnic, cultural and socioeconomic population diversity. The City has added an award-winning Intermodal Facility and an outdoor amphitheater as well as recently completing a restoration of Alhambra Creek which runs through downtown. Recreation within the County varies from fishing, boating, water skiing, hiking, horseback riding and camping. The wine country of Napa and Sonoma Counties as well as picturesque seaside communities are nearby.

THE ORGANIZATION

MVSD provides wastewater collection, treatment and disposal services to a portion of the City of Martinez and unincorporated northeast land. MVSD also oversees, through a franchise agreement, trash collection, recycling and disposal services. An independent special district, MVSD serves an estimated population of around 19,000 with around 1,100 residential and commercial sewer connections. Wastewater



reaches the plant through 100 miles of underground pipelines and four strategically spaced pump stations. **Because MSVD has a small staff, employees must be versatile, willing to do a lot of different tasks and quickly to take on new roles and responsibilities.** MVSD is one of the few sanitary districts in the State which discharges treated effluent into a series of marshes. This wetland is a rich and diverse area for wildlife and is readily accessible to the public. **MSVD is a training focused organization that encourages its employees to grow and advance and offers training opportunities.**

More information about MVSD can be found on their website at <https://mvsd.org/about-the-district/>.

THE POSITION

Under general supervision of the Chief Financial Officer/Administrative Services Director, the Accounting and Finance Analyst performs professional accounting of substantial complexity; oversees payroll, benefits, and accounts payable/receivable; maintains financial accounts and programs; reconciles the internal District account and the District's account with the County's account; provides support to financial planning and operating and capital budget preparation; analyzes and prepares financial and statistical reports; assists in rate analysis and revenues requirements; and acts as a financial resource for the District with staff, auditors, brokers, vendors, public agencies, contractors, and others. To see the full job description, click here: [Job Description](#).

THE IDEAL CANDIDATE

The ideal candidate will have a strong and broad background in accounting and finance, operating and maintaining integrated enterprise accounting systems, which includes generally accepted accounting principles and practices applicable to public agencies, principles and practices of fund accounting and public agency budgeting, and electronic data processing principles as applied to general, cost, payroll, accounts payable, and managerial accounting. Experience and demonstrated skills with excel and the ability to translate database reports into excel spreadsheets that can be easily understood by others is key to success in this position. The successful candidate will also be highly flexible and adaptable, with the ability to adjust to changing priorities, deadlines, and sometimes heavy workloads in a calm and thoughtful manner. Effective written and verbal communication skills are also key to this position. Finally, the ideal candidate will be able to work independently, organize their own work, set priorities, make effective decisions and meet critical time deadlines. Experience with Sage 50 systems and public agency experience is desirable, but not required.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree in Accounting or closely related field from an accredited college/university.

Three to five years' professional accounting experience operating and maintaining integrated enterprise accounting systems.

License Requirement

Must possess and maintain a valid Class C California driver's license.

COMPENSATION AND BENEFITS

The salary range for this position is \$96,084 to \$116,772 annually (\$8,007 to \$9,731 per month). The actual salary will be determined by the final candidate's qualifications and experience.

MVSD also offers an excellent benefits package that includes several healthcare plans, generous leave benefits, life insurance, and a deferred compensation program. MVSD is a member of CalPERS retirement system and offers an enhanced retirement formula of 2.7%@55 for individuals who are MVSD employees hired prior to 1/1/13 or were employed with another agency with CalPERS or reciprocal retirement prior to 1/1/13 and then started working for MVSD with less than a 6-month break in service from prior employer.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes **on Monday, September 28, 2020**. To be considered for this exceptional opportunity, please [upload](#) an electronic version of your resume (including dates of employment and employees supervised), cover letter, and the names of six professional references (two each of current or former supervisors, direct reports, and colleagues) [here](#).

For more information contact:

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Resumes will be screened in relation to the criteria outlined in this flyer. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with MVSD. A final selection will be made upon completion of comprehensive reference and background checks.