



WEST VALLEY SANITATION DISTRICT EMPLOYMENT OPPORTUNITY

ACCOUNTANT I or ACCOUNTANT II

The West Valley Sanitation District announces an employment opportunity for an Accountant I or Accountant II position, depending on qualification.

Salary Range: \$7,649 – \$9,298 per month Accountant I or
\$8,412 – \$10,227 per month Accountant II

Final Filing Date: Open until filled, with first review of applications on January 30, 2023, The application window may close at any time after this date without additional notice. Interested applicants are encouraged to apply early.

The Position:

Under supervision or direction of the Senior Accountant and/or Director of Administration and Information Services, the Accountant performs professional accounting work, recording and reporting of financial transactions, and budgetary control for assigned areas of responsibility; reviews fiscal records; and prepares financial report statements and analyses; may provide technical and functional supervision over assigned technical staff; coordinates with other divisions or departments to complete routine and non-routine functions associated with area of assignment; performs other related duties as required.

Minimum Qualifications:

- Possession of a Class C California driver's license.
- Accountant I - Completion of education for 1) An Associate of Arts/Science degree in Accounting, Finance, or Business Administration; and four years of progressively responsible accounting experience or personal computer experience working with spreadsheets, databases and accounting applications in a windows-based environment; or 2) A Bachelor's degree in Business Administration with concentration in Accounting or Finance from an accredited college or university; and two years of progressively responsible accounting experience or personal computer experience working with spreadsheets, databases and accounting applications in a windows-based environment.

- Accountant II - Completion of education for 1) Associate of Arts/Science degree in Accounting, Finance, or Business Administration; and four years of progressively responsible accounting experience equivalent to working as an Accountant I with personal computer experience working with spreadsheets, databases, and accounting applications in windows-based environment; or 2) A Bachelor's degree in Business Administration with concentration in Accounting or Finance from an accredited college or university; and two years of progressively responsible accounting experience equivalent to working as an Accountant I at West Valley Sanitation District.

Detailed job description, qualification, and benefit package summary are available on: <https://www.westvalleysan.org/jobopportunities/> or by calling 408-385-3024.

How to Apply:

Submit a signed District Employment Application, a resume, and responses to the Supplemental Questionnaire by the filing deadline. An application submitted without the completion of all required documents (signed application, resume, and response to Supplemental Questionnaire) will not be considered. See Supplemental Questionnaire on page 3.

Application form is available on <http://www.westvalleysan.org/jobopportunities/>. Submit application and required documents to the personnel office by email to HR@westvalleysan.org, fax to 408-871-1681, or mail to: West Valley Sanitation District, 100 E. Sunnyside Avenue, Campbell, CA. 95008.

The District will evaluate the qualifications of each candidate who has met the minimum qualifications for this position. The most qualified candidates will be invited to participate in the examination process. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process and the decision of the District is final. All Applicants will be notified of the results of the review process.

The successful candidate selected, must pass pre-employment examinations, including a physical demand assessment, to be considered for appointment.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



Accountant I or Accountant II Supplemental Questionnaire

Please answer the following questions and submit your responses with a completed application and resume. This information is **REQUIRED**, as it will be used to determine minimum qualifications initially. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the competitive rating evaluation has begun. Limit your responses to one sheet per question.

1. Describe in detail the type of education, experience and/or training you have received to fulfill the requirements of the position and include specific accounting coursework you completed.
2. Describe in detail your experience and responsibilities in processing accounts payable, accounts receivable, payroll, and general ledger accounting.
3. Rate your level of expertise in utilizing the applications listed below, briefly discuss why you chose this rating and list the functions you know and are comfortable utilizing in the application.

<u>Application:</u>	<u>Level of Expertise</u>
a. Microsoft Word	5 = Excellent (used advanced functions/features of the application on a regular basis)
b. Microsoft Excel	4 = Above average
c. Microsoft Access	3 = Average (used simple functions of the application on a regular basis for basic projects)
	2 = Below Average
	1 = Extremely Poor (never or rarely used)

4. Describe your experience with financial reporting and auditors.
5. List and describe your experience with ERP systems and accounting software.
6. Describe your expectations of the position and ultimate career goal.