



CHINO BASIN WATERMASTER

9641 San Bernardino Road, Rancho Cucamonga, CA 91730
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CAREER OPPORTUNITY FOR A SEASONED SENIOR ACCOUNTANT

WHO WE ARE – The Chino Basin Watermaster was established by the San Bernardino County Superior Court in January 1978. The purpose of the nine-member Board is to implement the 1978 Judgment and any subsequent Court Orders related to adjudicated water rights in the Chino Basin. The Board is supported by dedicated staff to carry out its duties.

WHAT WE SEEK – The Chino Basin Watermaster has an exciting opportunity for a Sr. Accountant! We are seeking a dynamic individual who thrives in a small team environment, able to excel in all aspects of finance and accounting in a professional and collaborative manner.

Typical duties include (but are not limited to) the following:

- Manages all financial, accounting, and (in conjunction with management) treasury-related duties for Watermaster ensuring compliance with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP); possesses knowledge of governmental and non-profit accounting practices and stays abreast of new accounting regulations and innovations.
- Attend Watermaster meetings and gain work knowledge of the Judgment and related Guidance Documents to ensure compliance with all accounting requirements.
- Prepares annual budget and assessment invoicing.
- Performs accounting and finance-related duties including monitoring of accounts payable/receivable, payroll, payroll deductions, timesheets, and petty cash.
- Performs various account reconciliations and prepares monthly financial reports; proactively consults with management on accounting/budgetary concerns; provides information and recommendations as appropriate.
- Maintains/updates financial records and Watermaster's chart of accounts and coordinates the maintenance of related files.
- In conjunction with, or on behalf of management, responds to finance/budget-related questions from Watermaster stakeholders.
- Prepare and present clear oral and written reports, graphics, and presentations as required.
- Coordinates and communicates with Watermaster's auditors to provide all information supporting financial activities for the annual audit.
- Trains and provides guidance to junior-level accounting staff on related software such as QuickBooks, ADP, and other processes as needed.
- Ensures financial controls are maintained on all bank accounts including credit cards.
- Maintain Certificate of Insurance Book, keeping all information current and adding new certificates as necessary.
- Recommends and implements changes in accounting systems and procedures; documents detailed procedures for accounting activities.
- Supports administrative and clerical functions as directed and maintains confidential information appropriately.
- CalPERS administration is a plus

QUALIFICATIONS – We require 5+ years' experience in a senior accounting role with a bachelor's degree in accounting or business; CGFM or CPA certificates are a plus.

TO APPLY – Go to our website www.cbwm.org under CAREERS and submit your completed application, including a cover letter, resume, and professional references via email to truongnelson@cbwm.org with the subject line “Senior Accountant Application.” This position will be open until filled.

*****NO PHONE OR IN-PERSON INQUIRIES PLEASE*****

OUR BENEFITS

- Competitive pay starting at \$46.17/hour
- 9/80 Flexible Work Schedule (based upon company needs)
- Outstanding Health, Dental, Vision and Life Insurance Coverage
- CalPERS Public Employees Retirement System for "New" members (January 1, 2013 and after) 2% @ 62 with Employee and Employer Contributions
- CalPERS Public Employees Retirement System for "Classic" members (prior to January 1, 2013) 2.5% @ 55 with Employee and Employer Contributions
- 457 Deferred Compensation Program (employee contributions only)
- 401(a) Money Purchase Plan (employee contributions and employer match)
- Health Insurance Allowance Program
- Flexible Spending Account (FSA) Program (employee contributions only)
- Workers Compensation Insurance
- Short and Long Term Disability Insurance
- State Disability Insurance
- Performance-Based Merit System that Recognizes Employees' Contributions
- Educational Reimbursement (per the current Employee Manual)
- Holidays - 10 days per year + 2 floating
- Vacation - 10 days per year and increases to maximum of 20 days per year after ten years of service
- Sick Leave - 12 days per year
- Other Leave (FMLA, jury duty, bereavement, etc., per the current Employee Manual)

WE ARE EXCITED AT THE POTENTIAL OF PARTNERING WITH YOU!

The best part about working here is that you will have the ability to showcase your talents and experience, be embraced by a team of caring, collaborative professionals where everyone's contributions are valued. An environment that is committed to continuous professional development and career growth and one that seeks to nurture a competent team and rewards teamwork.