

WATERSHED CONSERVATION AUTHORITY ACCOUNTANT - JOB DESCRIPTION

SUMMARY

Under the general direction of the Deputy Executive Officer or Fiscal Manager, this position will perform a variety of fiscal management and accounting duties in the areas of grant accounting, cost accounting, payroll, accounts payable and accounts receivable. Position activities include being a liaison between Authority and Los Angeles County Auditor-Controller's Office and the Flood Control District's accounting staff and participates in an annual audit process. This position may perform more difficult and complex accounting work under close supervision or within a comprehensive established framework of detailed procedures. Additionally, this position will assist with Human Resources and Policy-related duties.

DUTIES & RESPONSIBILITIES

- Perform professional grant accounting which includes preparing of invoices, monitoring the budget trackers, and assisting the Fiscal Manager to complete reconciliations.
- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; assure accuracy of input and output data.
- Communicate with project managers, administrators, personnel, and various outside organizations to exchange information and resolve issues or discrepancies.
- Provide general fiscal-clerical support and office management duties in support of Executive Management and staff.
- Assist Fiscal Manager to maintain accurate personnel records, policies and procedures and benefit programs.
- Maintain physical and digital files regarding contracts, grants, accounting reports and lease agreements.
- Assist the Fiscal Manager with Property Management involving leases and maintenance.
- Perform other duties and responsibilities as requested.

QUALIFICATIONS

- Bachelor's degree in Business, Accounting, Finance or Economics.
- Three years of progressively responsible experience in accounting, cost accounting, project accounting, budget analysis and/or complex bookkeeping experience with maintenance of an accounting system and associated subsidiary records involving coding transactions and posting and balancing ledgers, reporting and/or grant fiscal management.
- Passing score on a basic Accounting Skills / Excel test.
- Preferred candidate has knowledge of:
 - The principles and practices of grant and governmental budgeting and accounting, including monitoring and internal controls, and applicable laws, rules, and regulations

- Preparation, maintenance, verification, and processing of accounts receivable, accounts payable, cost accounting, payroll, and grant management documents
 - Knowledge of project-based software system
 - Accounting code number structure and correct use of object codes
 - Financial and statistical record keeping techniques
 - Principles of organization and management
 - Interpersonal skills using tact, patience, and courtesy
 - Operate common office appliances used in financial and record-keeping work and making arithmetical computations rapidly and accurately
- Successful Candidate will have the ability to:
 - Analyze, develop, track, and review operating and project related budgets and offer recommendations to management and board to improve timeliness and achieve cost efficiencies
 - Perform accounting duties in the maintenance of assigned accounts/funds in an efficient manner
 - Learn, interpret, apply, and explain rules, policies and procedures related to the JPA and other agreements, including grants and vendor contracts
 - Process and record accounting transactions accurately
 - Communicate effectively in writing and orally on accounting issues with individuals with varying degrees of accounting familiarity
 - Has good operational and fiscal judgement
 - Establish and maintain cooperative and effective relationships with those contacted in the course of work
 - Analyze situations accurately and take effective action
 - Organize work, communication, and files and set priorities to meet deadlines in fast paced, multi-tasking, small office environment
 - Experience with:
 - Excel or spreadsheet accounting including pivot tables, VLOOKUP, complex formulas
 - Using Accounting software, QuickBooks and computer software programs such as Microsoft Outlook, Excel, Word, and Adobe

EMPLOYMENT TYPE: Full-time, Salary

BENEFITS

Salary is commensurate with qualifications and experience (Range \$52,000 – \$54,080).

Full Benefits including health, dental, and life insurance, 457b retirement, and generous leave, sick leave, and holidays. The WCA is on a 9/80 hybrid schedule with every other Friday regularly scheduled off work.

INCLUSION

The Watershed Conservation Authority is an equal opportunity employer that celebrates diversity and welcomes any background of race, color, religion, gender identify, sexual orientation, national origin, age, disability, marital, or veteran status.

ABOUT THE WCA

The Watershed Conservation Authority (WCA) is a joint powers authority recognized as a local public entity of the State of California, exercising the joint powers of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District (LACFCD) pursuant to Section 65000 et seq. of the Government Code. The purpose of the WCA is to expand and improve open space and recreational opportunities for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge, and water conservation.

WCA's vision of Connecting Communities through Nature embraces a 'work with nature' approach to watershed enhancement. WCA partners with local and regional entities to plan and implement projects to improve our watersheds through investment in open space, parks, trails, bikeways, and greenways. WCA maintains more than 500 acres of open space, ranging from foothills lands to urban river parks that serve some of the densest and most diverse communities in the country. Additional information can be found at wca.ca.gov.