



# Tualatin Valley Water District



## Full-Time Job Opening: Accounting Specialist

**Salary Grade 4: start \$23.06 to midpoint \$28.82 to top \$34.58 (depending on qualifications)**

PERS/OPSRP members are subject to a mandatory 6% employee contribution.

Non-members will be eligible after 6 full-calendar months of service.

**Opens: February 6, 2018**

**Closing Date: February 22nd by 11 a.m.**

Please see the attached job description for more information specific to this position.

### Required Materials:

- 1) Cover letter
- 2) Resume
- 3) TVWD application
- 4) Answers to the supplemental questions

**Veteran's preference, you must submit a copy of your Federal DD Form 214/215 or a veteran's disability preference letter from the US Department of Veterans Affairs in order to be considered.**

**Supplemental Questions:** Please answer the following questions, limit your response to 1 page double sided.

Applications received after the filing deadline or without responses to the supplemental questions will not be considered.

1. Please explain why your background, education, and experience make you a good candidate for this position.
2. Describe your use and proficiency with Microsoft Office applications, particularly Word and Excel.
3. Describe your experience with processing accounts receivable.

**Submission of Materials:** Various ways to apply:


- Email: [tvwdjobs@tvwd.org](mailto:tvwdjobs@tvwd.org); or
- Fax: (503) 356-3190; or
- Mail: 1850 SW 170<sup>th</sup> Ave, Beaverton OR 97003.

All materials must be received by **February 22nd by 11 a.m.** See our website for more information: [www.tvwd.org](http://www.tvwd.org).

***Tualatin Valley Water District is an Equal Opportunity Employer and gives preference points to qualified veterans.***

# Tualatin Valley Water District



Delivering the Best Water  Service  Value

**Title:** Accounting Specialist

**Job Grade:** 4

**Reporting to:** Finance & Accounting Services Supervisor

**Department:** Financial Services

*Tualatin Valley Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. The District expects that each employee will offer his/her services wherever and whenever necessary to achieve our mission to provide our community quality water and customer service.*

**Overall Purpose of the Job:** Perform a wide variety of technical accounting, billing and related functions applying established District accounting practices and procedures. Compute, record, verify and maintain financial transactions and prepare a variety of reports. Provide essential support to other accounting personnel.

#### **Essential Job Functions:**

- Process accounts receivable for District activities, including data entry of project accounting information to create invoices.
- Calculate hydrant bills based on water usage and rates to create invoices for customers.
- Prepare and maintain reports, statements, checks, vouchers, spreadsheets and other related financial documentation.
- Provide assistance to staff by communicating procedures and requirements related to the billing process.
- Act as purchasing card (p-card) accountant. Confirm accuracy of general ledger (GL) and project number coding of p-card activity, noting items for external billing or reporting purposes.
- Provide ongoing support for other accounting activities including bank reconciliation, daily cash deposit activity review, travel coordination, payroll preparation, etc.
- Participate in department operational processes including procedure development and implementation.
- Research information, monitor accounts and reconcile discrepancies; review documents and processes for compliance with applicable policies, procedures and regulations.
- May participate in the District emergency management program including attend classes, training sessions and emergency events.
- Complete other administrative tasks for the Financial Services Department.
- Provide support to the District in promoting and following management control policies.
- Perform other related duties as assigned.

#### **Knowledge, Skills and Abilities Required:**

- Knowledge of accounting/bookkeeping conventions, practices and procedures.
- Knowledge of computerized financial management systems and related software.
- Knowledge of procedures related to financial record keeping and reporting.

- Knowledge of Federal, State and local laws, codes and regulations.
- Knowledge of safety practices and procedures applicable to the job.
- Knowledge of personnel, administrative, safety and departmental policies.
- Knowledge of basic computer operations and Microsoft Office including the ability to work efficiently with spreadsheets.
- Skill in computing, recording and balancing financial transactions.
- Skill in record and file management and preparing financial statements and reports.
- Skill in customer relations and communications, including the ability to effectively and tactfully work with difficult customers and complex customer issues.
- Ability to interpret and apply District rules and regulations affecting District purchasing and accounting policies and practices.
- Ability to code, record and balance financial transactions accurately.
- Ability to prepare financial reports.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain respectful and harmonious relationships with others both inside and outside the organization.
- Ability to perform effectively in an independent or team environment, as well as display self motivation skills.
- Ability to communicate effectively both orally and in writing with coworkers, customers and other agencies.
- Ability to recognize and keep sensitive information confidential.
- Ability to manage records and information in any format, in accordance with applicable statutes, regulations and District policy, guidance and records retention schedule.
- Ability to display TVWD's vision of delivering the best water, service and value by demonstrating reliability, integrity, stewardship, excellence and safety.

#### **Minimum Requirements**

- Associate's Degree in accounting or a related field; and
- Minimum of three years of general office experience with at least two years of related accounting experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills and abilities required to perform the work.

#### **Special Qualification**

- Possess a driver's license valid in the State of Oregon; have and maintain a safe driving record.

#### **Working Conditions:**

- Have regular and predictable attendance.
- Prolonged periods of sitting or standing.
- Daily verbal communications both in person and on the telephone.
- Operate, read information and focus on a personal computer, telephone and other related equipment.
- Respond to work, without advanced notice, in times of adverse weather, natural disaster, emergency, or other unusual event as determined by the District.
- This is a non-exempt position.