

APPLICATION PROCESS

If interested in this outstanding opportunity, please submit an Agency application and resume to:

Mojave Water Agency
Attn: Monica Warren
13846 Conference Center Drive
Apple Valley, CA 92307
760-946-7000
Email: mwarren@mojavewater.org

Completed Agency application and resume are required. Applications will be accepted until **Monday, February 12, 2024 at 5:00 p.m.** Additional information can be obtained from the Agency's website at:

www.mojavewater.org/about-mwa/human-resources

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in the notice may be modified or revoked without notice. Agency appointments are contingent upon successful completion of a comprehensive *background investigation, pre-employment physical, and drug screening, as well as verification of United States citizenship* or legal authorization to be employed in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Mojave Water Agency is an equal opportunity employer. We observe a no-smoking policy within Agency offices and vehicles, and also maintain a policy as a drug-free workplace. The Agency makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs in writing when submitting an application.

ABOUT THE AGENCY

The Mojave Water Agency (MWA), one of 29 State Water Contractors, is a governmental body with primary responsibility for the management of water resources over a 4,900 square-mile area of the Mojave Desert. It is the Agency's mission to implement future water management policies and programs that will ensure a stable, long-term supply of water for the Mojave Water Agency's service area.

MOJAVE WATER AGENCY



Manage the region's water resources for the common benefit to assure stability in the sustained use by the citizens we

INVITES YOUR INTEREST FOR THE POSITION OF

Accountant II (Part-time)

THE POSITION

- The ideal PART-TIME Accountant II candidate performs a variety of professional accounting duties, including auditing, analyzing, and verifying financial records; prepares financial, payroll, and statistical reports; prepares transactions and initiates reports that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records; and performs related work as assigned.

Some typical functions are:

Provides routine to complex professional and technical assistance in the administration and implementation of the Agency's financial, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, and collection of revenues; Prepares and presents written, oral, and visual reports to the Board of Directors and stakeholder committees; Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; Analyzes, revises, and implements improved accounting procedures and policies; examines alternative accounting systems to improve data entry controls and report formats; Participates in the preparation, development, and maintenance of the department's budget; Schedules and coordinates internal and external audits; and maintains documentation and prepares reports for compliance to policies and procedures for internal and external audits. Principles of providing functional direction and training; Principles, practices, methods, and procedures of fiscal management, including cost accounting, government accounting, fixed asset accounting, auditing, procurement, financial modeling, and budgeting;

For the entire list of the essential job functions, knowledge & abilities, and licenses/certifications for each position, please see the job description on the Agency website at: www.mojavewater.org/about-mwa/human-resources.

QUALIFICATIONS

Qualified candidates will possess:

- Accountant II - Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field; and three (3) years of increasingly responsible professional governmental accounting, budget preparation or financial analysis experience.

LICENSES & CERTIFICATIONS

- For Accountant II:
 - Valid California Class C driver's license and current automobile insurance.

COMPENSATION

- Accountant II ~ \$76,191—\$106,668 annual salary range; non-exempt **part-time position will be half of annual salary range based upon part-time hours

THE POSITION & DEPARTMENT

This position will serve in the Finance Department and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels.

BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting.
{Prior Public Service before 2013 is 2% @ 55 - without a 6 month gap in service}
- ****ALL Benefits will be half based upon PART-TIME status**
- Flexible Benefits Package \$24,662.40 annually to go towards:
 - ~Medical Insurance: Choice of PPO or HMO Plans
 - ~Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
 - ~Employee cost share of CalPERS
 - ~Retirement Health Savings (RHS) Plan available
- Additional amounts above what is provided in the Flexible Benefits Package may be contributed by employee to Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
- 5% of base pay rate placed into 401 (a) account by Agency
- Vacation: 10 days per year, maxing out to 20 days per year, based on years of service
- Vacation pay out option available
- 40 hours of flex time leave per fiscal year
- Paid Holidays: 13 days per year ; Sick leave: 12 days per year
- Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
- Tuition Reimbursement up to IRS non-taxable amount per IRC Section 127, after 12 months of employment
- Employee Assistance Program
- Long-Term Disability: 100% premium paid by Agency with coverage of up to 66 2/3% of salary allowable income in coordination with State Plans
- Interest Free Computer Loan Program up to \$3,000 after 12 months of employment
- Professional development, seminars and conferences
- 9/80 Work Schedule
- Remote Work Policy (*applies to some positions)

The Agency **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution