



**TURLOCK IRRIGATION DISTRICT**  
**Department of Human Resources**  
**invites applications for the position of:**  
**Senior Accountant**

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**SALARY:** \$7,257.00 - \$9,266.00 Monthly

**OPENING DATE:** 08/23/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**JOB SUMMARY**

Under the direction of the Accounting Division Manager, to perform accounting functions, which include all phases of the general ledger, payroll, project accounting, accounts receivable, cash receipts, and fixed assets. Participate in the development and implementation of goals, procedures, and priorities for accounting functions and staff. Assist in the preparation and revision of the budget and monitor compliance. Work with Information Services to support the financial management system.

**EXAMPLES OF DUTIES:**

**DUTIES AND RESPONSIBILITIES**

Assist in directing, training and evaluating assigned staff.

Assist with activities related to the general ledger, which include cash receipts and account receivables, journal entries, account reconciliations, bank reconciliations, fixed assets, review reports and balancing.

Assist with activities related to payroll, which include the monitoring of time cards, issuance of payroll checks, payment of taxes, and quarterly returns.

Assist in implementing and communicating goals, procedures, and policies related to accounting activities, which include all general ledger, payroll, accounts receivable, cash receipts and fixed asset related activities.

Assist in audit preparation and respond to auditor inquiries.

Assist with the preparation of assessment, water and miscellaneous billings, and accounting's involvement in joint projects with other agencies.

Prepare complex and routine spreadsheets and journal entries, such as long term debt accruals and amortizations, interest accruals, audit schedules, labor rates, labor allocations, and quarterly reports.

Assist in the development and implementation of improved systems. Work with Information Services to support existing financial management systems.

Serve on designated committees as assigned.

Comply with all District rules, regulations, policies and procedures.

Perform other related duties as required or assigned by supervisor.

**TYPICAL QUALIFICATIONS:**

**QUALIFICATIONS**

Any combination of experience and training that would likely provide the required skills and abilities is qualifying. A typical way to obtain the skills and abilities would be:

**Education**

Usually exhibited by a person with a Bachelor’s degree in accounting or related field from an accredited college or university. Experience in utility accounting is desired.

**Experience**

Usually exhibited by a person with two (2) years of accounting experience with one year of supervisory experience.

**Skills and Abilities**

**Interpersonal and Communication.**

Must have ability to: interact and communicate with internal and external customers, both orally and in writing; and work cooperatively with management staff, employees and others.

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

**Technical and Analytical.**

Must have knowledge of: generally accepted accounting principles; organization, administration, budget, human resource management, District policies and procedures and applicable laws; and financial management systems and spreadsheets. Ability to interpret data and maintain records.

**Administration and Operations.**

Must possess the ability to: prioritize fluctuating workloads, work well under pressure and meet continuous deadlines with a high degree of accuracy; and work independently and analyze complex accounting issues and resolve them. Must have organizational skills and possess the ability to delegate, direct, train and evaluate the work of staff.

**SUPPLEMENTAL INFORMATION:**

**MSPC - Classification**  
**FLSA Status - Exempt**

Necessary Special Requirements:

Possession of an appropriate California driver’s license.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

Sign & Acknowledge a Confidentiality Agreement.

**SELECTION CRITERIA**

Item	Percentage Required to Obtain a Passing Score
Oral Interview	70%

Medical Examination

This position may require a medical examination to determine medical fitness for performing the duties assigned to the position or classification. Drug testing in accordance with the FHWA regulations may also be required. (Details may be obtained from the Human Resources Department upon request.)

**The Turlock Irrigation District is an Equal Opportunity Employer. It does not discriminate on the basis of, race, color, ancestry, religious creed, national origin, sex, physical and mental disability, medical condition (cancer related), age (over 40), and marital status. Assistance is available in filling out job applications for disabled individuals.**

**Applicants will be subject to drug testing in accordance with FHWA regulations, when the position requires a Commercial Driver's License.**

**The Turlock Irrigation District's bargaining unit positions are a part of an agency shop. The Turlock Irrigation District provides reasonable accommodations to applicants and employees with a disability in accordance with federal and state law.**

SUBMIT APPLICATION TO:

**Human Resources Department, via our web site at [www.tid.org](http://www.tid.org).**

**Internal and External applicants may apply beginning on Monday, August 23, 2021 until position is filled or until enough applications are received for consideration.**

abbolanos@tid.org  
Human Resources Analyst  
(209) 883-8620

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.tid.org>

Job #1582  
SENIOR ACCOUNTANT  
AB

OUR OFFICE IS LOCATED AT:

333 East Canal Drive

Turlock, CA 95380

209-883-8620

[abbolanos@tid.org](mailto:abbolanos@tid.org)

An Equal Opportunity Employer

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