

**Accountant III (At-will/exempt position)**  
**\$31.33-\$38.46 per hour**

The Accountant III is an exempt advanced journey level professional class. Under general supervision, performs professional accounting duties in the analysis, preparation and maintenance of financial records and reports for various District accounts and funds; and performs related duties as assigned. The Accountant III position will be cross-trained to provide back-up assistance for customer service functions including billing and account maintenance activities.

Some of the duties include but are not limited to the following:

1. Maintains, evaluates and updates the District's investments; maintains cash flow spreadsheet; makes necessary cash transfer investments, and reconciliations to appropriate accounts.
2. Plans and manages special projects and studies such as special audits, bond issues, annual cost studies, water rates study and annual budget; implements computer program enhancements; analyzes and implements improvements to existing internal controls, work practices, policies and procedures.
3. Coordinates year-end audit process for the entire District including preparing Request for Proposal for independent audit services; evaluates proposals and recommends CPA firm to the Board.
4. Analyzes formulas and recommends appropriate changes to contracts and agreements with other agencies for services such as sewer billing and treated water laboratory analyses.
5. Reviews monthly budget report; researches and analyzes variances between budget figures and expenditures.

**Minimum Qualifications**

Training and experience equivalent to graduation from a four-year college or university with a major in accounting or a closely related field and six years of progressively responsible professional accounting experience.

**Knowledge, Skills & Abilities**

Knowledge of advanced principles, practices and terminology of general and enterprise accounting, including financial statement preparation and methods of financial control and reporting; budgeting principles (methods and terminology); advanced business math and statistics; cost accounting principles; research methods and data analysis techniques; laws and

regulations relating to the financial administration of public agencies; principles and practices of auditing and internal control.

Skills including but not limited to operation and use of standard spreadsheet software as well as business information systems.

Ability to make effective presentations to groups of various sizes; analyze, post, balance, reconcile and audit complex financial data and accounts; gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations; prepare clear, concise and complete financial documents, statements and reports; maintain effective working relationships with staff and other agency personnel; communicate effectively and concisely, both orally and in writing; and maintain confidential and sensitive information.

Submit a District application along with your resume to:

Beaumont Cherry Valley Water District  
Attn: Melissa Bender, Director of Finance & Administrative Services  
560 Magnolia Ave  
Beaumont, CA 92223