



SVCW

Silicon Valley Clean Water

One Drop at a Time

Silicon Valley Clean Water is accepting Applications for the position of Accountant

\$6,536 - \$8,758/monthly DOQ, plus benefits

Silicon Valley Clean Water (SVCW), formerly known as South Bayside System Authority, is a wastewater treatment facility located on the western shore of San Francisco Bay which provides wastewater treatment for 220,000 residents and businesses in southern San Mateo County. SVCW opened in 1982 and plays a vital role in protecting the public health of the surrounding community as well as the environmental health of San Francisco Bay. SVCW is a joint undertaking of the cities of Belmont, San Carlos, Redwood City and West Bay Sanitary District (serving the greater Menlo-Atherton area).

The finance department staff consists of a Chief Financial Officer, Financial Analyst and Accountant.

The Position

Reporting to the Chief Financial Officer performs professional accounting work of substantial complexity including general ledger journal entries, periodic financial reporting, processing of accounts receivable, accounts payable and payroll, processing fixed asset activities, and building budget models. Position may help direct the work of accounting technicians.

Every employee appointed to a position at SVCW shall serve at the will and pleasure of the appointing authority.

Typical duties –

Knowledge, Skills and Abilities

- Manages the bi-weekly payroll process. Audits timecards for accuracy, reasonableness, and completeness. Processes compensation and benefit changes. Remains current on regulatory and payroll tax matters. Directs system updates regarding payroll system logic, regulatory changes, and taxes. Prepares state and federal tax reports, W-2s, and 1099s.
- Processes Accounts Payable, including management of vendor internal controls. Encumbers new purchase orders daily, processes change orders and adjustments, and files state tax returns for use tax, nonresident withholding, diesel fuel, and underground storage tank. Issues

all 1099-MISC and 592-B forms. Works with Purchasing Department to resolve questions and ensure financial controls are intact.

- Participates in monthly general ledger close activities by providing supporting schedules and reports regarding payroll and/or expenditures. Reconciles general ledger and subsidiary accounts and other accounting transactions and reports.
- Supports fixed asset accounting activities throughout the fiscal year by maintaining spreadsheets for Construction-in-Progress projects that are determined to be closed. Analyzes year-end fixed asset balances and prepares depreciation schedules.
- Acts as lead for year-end financial close and audit activities. Analyzes and develops year-end accruals for receivables and payables. Manages the liquidation of outstanding purchase orders. Reclassifies Construction in Progress to depreciable assets. Prepares fixed asset supporting schedules and journal entries.
- Acts as lead contact to the agency's independent auditor, gathering requested information and performing requested analysis.
- Supports the annual operating budget process by maintaining the payroll budget model to provide accurate and complete predictions of personnel costs.
- Performs a variety of other duties as assigned.

Desirable Training, Education and Experience

- Bachelor's degree with major course work in accounting or a related field.
- Five (5) years of responsible professional experience in accounting.
- Experience in managing payroll and accounts payable processes.
- Understanding of journal entries and general ledger reconciliations.
- Solid grasp of fixed asset accounting, particularly construction.
- Familiarity with accounting software solutions.
- Data management experience to analyze complex, large sets of data.

Licenses and Certificates

- Certified Payroll Professional (CPP) or equivalent desired
- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

Physical and Sensory Requirements

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus and to discriminate small color changes.

Work Environment

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors; occasionally works at heights, and works with and around machinery having moving parts. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal and occasionally moderate to high.

Pre-Employment Procedures

Must be able to satisfy employment eligibility verification as required by the Immigration Reform and Control Act of 1986 after a conditional job offer is made.

How to apply –

- Application and detailed job description can be found on the employment page at www.svcw.org
- Mail or hand-deliver the following to the SVCW , c/o Jennifer Flick ,HR Director, at 1400 Radio Road, Redwood City, CA 94065
 - completed and signed application,
 - a copy of your resume,
 - a current DMV Driver Report.

Filing Deadline – *Open Until Filled. You are encouraged to apply as soon as possible.*