

INVITING APPLICATIONS
FOR THE FOLLOWING EMPLOYMENT OPPORTUNITY
MANAGEMENT ANALYST - FINANCE
\$5,773 - \$7,033 monthly

The **Ventura Regional Sanitation District (VRSD)** is an **Enterprise Public Agency** assuring environmentally safe solid waste disposal, effective treatment of wastewater and reliable delivery of potable water at reasonable costs.

The Finance Department provides accounting, payroll, auditing, State reporting and CAFR preparation to multiple public agencies located throughout the County.

The Position

The District is seeking an experienced Analyst to perform responsible accounting, financial reporting and technical support to the public agencies we serve. Job functions include: preparing journal entries; reconciling general ledger and subsidiary accounts; preparing a variety of financial and statistical reports including monthly and year-end reporting, financial modeling and rate setting, labor rate setting and analysis, financial statements, equipment rate setting, and other special reports; analyzing and reconciling expenditure and revenue accounts including bond accounts and reconciliation of bond statements and bank statements to the general ledger. The incumbent will also assist with investments, portfolio management and cash management, debt management and new financing; and participate in and assume responsibility for various business enterprise activities, including billing, tax rolls, customer service, project and cost accounting, payroll, accounts payable, capital asset management, and accounts receivable.

The Ideal Candidate

The ideal Analyst is experienced in governmental accounting and finance; will be energetic and organized, and able to perform multiple tasks simultaneously, while balancing Department, District and customer needs; and is a critical thinker who is able to objectively analyze issues. The successful candidate will be skilled at interpreting, explaining and applying general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of enterprise fund and general fund municipal agencies. Additionally, the incumbent will have the ability to build strong working relationships with staff, other agencies and the public while providing the highest level of customer service; and will identify, develop and implement new financial software applications to facilitate effectiveness and efficiency.

Position Qualifications

A typical way of obtaining the required qualifications is to possess the equivalent of a Bachelors degree in finance,

accounting, business administration or a closely related field and two years of progressively responsible professional experience. Governmental accounting experience is desirable. A valid Class C California driver's license and a driving record acceptable for insurability is required.

Generous Benefit Package

Retirement Benefits – Participation in the Ventura County Employees' Retirement Association (VCERA) coupled with participation in the Federal Social Security Program. An optional 457 Deferred Compensation Plan is available.

Insurance/Cafeteria Plan – The District's cafeteria plan provides up to \$1,043 per month toward medical, dental and vision insurance for you and your family, and includes a partial cash-out option of up to \$475 per month. Also available: short & long term disability, life insurance, health care & dependent care reimbursement accounts, and an Employee Assistance Program.

Annual Leave – In lieu of vacation and sick leave, employees receive comprehensive annual leave. Initial accrual rates start at 21 days per year and increase with longevity.

Textbook & Tuition – The District provides for the reimbursement of eligible and approved expenses of university, college and occupationally related courses and programs, up to \$5,250 per year.

To Apply

A completed District application and supplemental questionnaire are due in the Human Resources Office by 12 Noon on Thursday, **February 16, 2012**. Application material may be obtained at the Ventura Regional Sanitation District, 1001 Partridge Drive, Room 100, in Ventura; by calling (805) 658-4663; or by visiting our website at www.vrsd.com.

The selection process may include a skills exercise, an oral board assessment and a selection interview.

