



San Gabriel Basin Water Quality Authority

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EMPLOYMENT OPPORTUNITY

Position: Accounting Assistant/Administrative Assistant

ORGANIZATION

The San Gabriel Basin Water Quality Authority is a local government agency created by the State of California. The major functions of the Authority are to develop, finance and implement groundwater treatment programs in the San Gabriel Valley under the direction of a seven-member Board.

Job Summary

This position supports the Director of Finance in accounting functions. This position also provides administrative support to management staff and is the first point of contact for office visitors and callers. This position requires excellent computer software skills, ability to multi-task, communication skills, discretion, and judgment. The needs of the Authority require an emphasis on accounts payable as well as a generalist approach as the Authority works with and supports a broad variety of entities.

Minimum Qualifications

At least two years' experience in accounts payable. Knowledge of basic accounting principles; proficiency with computers, specifically with Microsoft Office Suite, familiar with accounting software (Sage 100 preferred), knowledge of Adobe Acrobat Pro, knowledge of Laserfiche or other paperless software; knowledge of modern business practices and procedures including business letter writing and elements of correct English usage, grammar, spelling, vocabulary, punctuation, and mathematics required; ability to work independently while exercising good judgment; ability to maintain effective working relationship with others. A valid California driver's license is required.

Responsibilities and Essential Functions (not all inclusive):

1. Prepares and processes payment of invoices through the revolving bank account. Code disbursements to appropriate accounts and enters revolving disbursements into the accounting database software; closes out the monthly account once it is reviewed and approved.

2. Tracks, codes and verifies accounts payables; enters invoices into accounting software, post invoices and prepares checks for payment; copies and files statements and records. Knowledge of electronic payment methods desirable. Close out the monthly payables accounts once reviewed and approved.
3. Prepares Administrative and Project demands for Board agendas; prints checks and scans invoices for electronic storage purpose.
4. Works with Finance Director on developing paperless (Laserfiche) processes and procedures. Assist other staff in use of software and procedures surrounding paperless processes.
5. Responsible for records management – maintains physical and electronic files. Scans documents as required. Using paperless software, ensures scanning of documents are properly filed and maintained on servers and accessible for use at any time.
6. Prepare project billing as directed.
7. Answers incoming phone calls, routes individuals to appropriate staff, schedules meetings, assists visitors at front counter and directs public to appropriate locations and or staff.
8. Creates basic correspondence, reports, records, applications and other types of documents.
9. Arranges, assembles and prepares designated information for projects (i.e., assessments, annual Budget, special projects) as needed.
10. Perform receptionist duties, including sorting and distributing incoming and outgoing mail, and ordering / organizing meals for public meetings.
11. Orders and maintains office supplies, restocks conference room supplies, maintains luncheon supplies and beverages. Prepare conference room for public meetings.
12. All administrative duties as assigned.
13. Prepares, reviews and submits annual and bi-annual statements of Economic Interests (Form 700) packets to WQA Board members.

SALARY AND BENEFITS

Effective June 2022

The annual salary range for this position is \$43,632 to \$75,569.

The benefits package includes:

Health Insurance – Upon completing sixty days of employment, the WQA will provide, at no premium cost to you and your dependents, Major Medical and Health Insurance to be obtained through WQA’s membership in the Association of California Water Agencies (“ACWA”). Additionally, the WQA provides a medical allowance of \$2,250 per calendar year per individual.

Dental and Vision - The WQA is self-insured for dental and optical expenses. Upon completing sixty days of employment, the WQA will provide, at no cost to you and your dependents, reimbursements for actual optical and dental expenses incurred for combined dental and optical expenses not to exceed \$2,250 per individual or \$4,500 per family per calendar year.

Leave –

Vacation: 10 working days of vacation per year; after 5 years, accrue 15 days; at 10 years, accrue 20 days of vacation.

Sick pay: accrue one day per month, for a maximum of 120 days (does not vest).

Holidays: 10 paid holidays per year which includes 3 Christmas season floating holidays.

Alternate Schedule – The Authority works a an alternative work schedule Monday through Thursday with offices closed every Friday.

Retirement Plan – The employees of the Authority participate in a 401(a) defined contribution pension plan, which is fully funded by the Authority at 12.726%. In order to be eligible, you must have worked more than 1,000 hours annually. Plan does not vest until an employee has been employed for 1 year, at which time the plan will 100% vest.

The Authority also offers a voluntary 457(b) deferred compensation program.

The Authority does not participate in Social Security or the California Public Employees Retirement System (PERS)

THE APPLICATION PROCESS

Interested candidates must submit a resume and cover letter via email on or before July 15, 2022. Send to mary@wqa.com. Subject line on email should state “WQA Employment Opportunity” and your name.

Those candidates who appear to be highly qualified for the position based on the information submitted will be invited to participate in an interview.

As part of the application process a candidate will be required to submit to a background check, fill out an application and provide references.

The San Gabriel Basin Water Quality Authority is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, national origin, ancestry, disability, mental, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran/military status, or any other status protected under federal and/or state law.