



# PERSONNEL & ACCOUNTING SPECIALIST

**WEST BAY SANITARY DISTRICT IS SEEKING  
A PERSONNEL & ACCOUNTING SPECIALIST**

## ABOUT THIS OPPORTUNITY



The West Bay Sanitary District is seeking a talented individual to fill the role of their Personnel & Accounting Specialist. This position will report to the Office & Communications Manager and will perform technical work in the areas of benefits administration, payroll processing, worker's compensation, personnel file management, general accounting activities, and other related functions. As a key member of the administrative team, the incumbent will work closely with other employees and provide services to District customers.

### **Additional responsibilities include:**

- Serves as Employee Benefits Administrator for health, dental, vision, life, and disability benefit programs; enroll employees, explain benefits, and follow up on enrollment and eligibility issues; administers Flexible Spending Accounts (FSA); Deferred Compensation, tuition reimbursement Commuter Benefit programs, and ICMA retirement plans
- Maintains confidential personnel, medical and worker's compensation files and handles all new hire, termination, and recruiting documentation
- Prepares or reviews payroll records on a bi-weekly basis and analyzes computer printouts for accuracy; works with the payroll vendor to resolve any issues; documents and forwards all employee status changes impacting payroll including salary, benefits, and address changes to District Finance Manager; assists in issuing annual W-2s and 1099s; responds to questions regarding paychecks, time sheets, payroll deductions, tax holding reports, and other related matters

- Serves as a liaison with the Worker’s Compensation third party Administrator for the District and administers the Employee Injury Prevention Program; manages employees’ leaves of absence, modified duty, and accommodation requests
- Initiates recruitment efforts for District positions and oversees offer letters, employment ads, screening applicants, acquiring panelists, pre-employment physicals, background checks, DOT drug screening, DMV physical and driving records; on-boards new employees
- Serves as liaison for California Public Employee Retirement System (CalPERS) for District employees; organizes retirement accounting information and produces and maintains related spreadsheets and reports
- Prepares bi-weekly withdrawal orders for the Board meetings, summarizing bills paid and transfers made; and provides other financial statements to the Board as requested
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; assists in the coordination of annual audits and annual budget preparation for area of responsibility
- Provides general office support, such as handling mail, preparing correspondence, filing, answering phones, issuing permits, greets public, answers questions or directs them to proper office personnel
- Works on a variety of special projects and other duties as assigned
- Assists in opening the Administration office each workday and secures the office for the evening

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

The successful candidate will possess a minimum of two years of relevant work experience in payroll administration, accounting or a closely related field; and equivalent to completion of two years of college (60 semester or 90 quarter units) with major coursework in accounting, bookkeeping or a related field. Additional experience as outlined above may be substituted for the education on a year for year basis. Prior experience in a public agency is highly desirable and a bachelor’s degree is preferred.

## **THE IDEAL CANDIDATE**

In addition to the experience and education requirements previously outlined, the ideal candidate will possess the following knowledge, skills, abilities, traits, and competencies:

- Knowledge of Human Resources laws, regulations and practices including basic



human resources functions, principles and procedures for employee benefits administration, personnel records management and payroll within a public sector agency

- Knowledge of concepts of financial accounting for budgeting, coding expenditures, and reading financial statements
- Knowledge of office procedures, methods, and equipment including computers and proficiency using applicable software applications for word processing, spreadsheets, and databases
- Proper business correspondence format and etiquette; methods and techniques of proper phone etiquette and customer service
- Excellent interpersonal and communication skills through written correspondence and reports, as well as oral presentations
- Ability to work and collaborate effectively with numerous stakeholders
- A team player who can also work independently
- Exceptional attention to detail
- The most qualified candidates will have both human resources and accounting experience

## COMPENSATION AND BENEFITS

The monthly salary range for this position is **\$6,200 to \$8,091**. West Bay Sanitary District offers a comprehensive benefit package, including but not limited to:

- Generous vacation and sick leave accruals, including an additional eight (8) paid holidays and five (5) floating holidays each calendar year
- CalPERS Retirement Plan Formulas: 2% at 62 and 2.5% at 55. Placement in one of the retirement plan formulas is dependent upon prior CalPERS membership and length of separation from CalPERS
- HMO and PPO medical, dental, and vision insurance plans
- Life insurance plans
- ICMA 457 Deferred Compensation Program (District matches up to 2% of salary)

For more information about the District's benefit package, please visit their website at: <https://westbaysanitary.org/about-us/employment> ([Benefits Summary](#)).

## APPLICATION AND SELECTION PROCEDURE

To be considered for this rewarding career opportunity, please apply on our website at <https://www.governmentjobs.com/careers/cpshr/transferjobs>. Submit your application, résumé, and responses to the supplemental questions by **June 17, 2019 @9:00 AM PST**. Failure

to respond to the supplemental questions or the submission of incomplete applications may exclude you from further consideration.

Application materials will be screened in relation to the criteria outlined in this job announcement. Those individuals determined to be the most highly qualified for the opportunity will be invited to interview with the District in early July. Appointment is expected shortly thereafter following the completion of thorough reference and background checks, and a pre-employment medical exam and drug screening, to be coordinated with the candidate. For additional information about this position, please contact Karen Rodriguez at:

CPS HR  CONSULTING

**CPS HR Consulting**

**Tel.: (916) 471-3348**

**E-mail: [krodriguez@cps hr.us](mailto:krodriguez@cps hr.us)**

**Website: <https://www.governmentjobs.com/careers/cps hr/transferjobs>**

### ***Mission Statement***

*The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service.*

*The West Bay Sanitary District is committed to providing our customers with wastewater disposal services utilizing the highest technical, environmental, and safety standards available; to providing the very best customer service; to ensuring the fiscal viability of our District by applying sound business principles; and to ensuring the optimum operation of our infrastructure by employing professional maintenance and replacement practices.*

***The West Bay Sanitary District is an Equal Opportunity Employer.***

## SUPPLEMENTAL QUESTIONNAIRE

Your responses to the supplemental questions are an integral part of the selection process and may be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the next step of the selection process. It is important that your responses be as complete and detailed as possible. Failure to respond to this supplemental questionnaire may eliminate you from participating in the next step of the selection process.

1. Do you possess a bachelor's degree with major coursework in accounting, finance, public administration, business administration, human resources management, or a closely related field? (Yes or No)
2. If you answered "no" to question #1, please list your academic coursework, training, and/or major area of study as it relates to the minimum qualifications of this position. If not applicable or you responded "yes" to question #1, note N/A.
3. Please summarize your experience providing employee insurance and other benefits administration; including calculating benefit costs. Include the name of your employer(s), where you gained this experience, the scope of your duties and responsibilities including accounting duties, and the dates employed (mm/yy to mm/yy).
4. Please describe your experience preparing payroll records, responding to questions regarding paychecks, time sheets, payroll deductions and other related matters. Include the name of your employer(s), where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
5. Please describe your experience organizing retirement accounting information and producing spreadsheets and reports related to California Public Employee Retirement System (CalPERS). Include the name of your employer(s), where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
6. Please describe your experience working with a Worker's Compensation third party administrator, administering an Employee Injury Prevention Program, managing employee leaves of absences, modified duty and accommodation requests. Include the name of your employer(s), where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
7. Please describe your experience performing human resources functions such as initiating recruitment efforts, coordinating interviews, acquiring panelists, producing offer letters, onboarding new employees, maintaining personnel files, and handling new hire and termination paperwork. Include the name of your employer(s), where you gained this

experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).

8. Please describe your experience verifying financial transactions; preparing and maintaining databases, financial, accounting, and/or statistical reports; and assisting in the coordination of annual audits and annual budget preparation. Include the name of your employer(s), where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).