



**Castaic Lake Water Agency  
Santa Clarita, CA**

**EMPLOYMENT OPPORTUNITY**

**ACCOUNTING TECHNICIAN I**

**Full-time position  
\$3,395 - \$4,137 per month**

**APPLY BY APRIL 8, 2010**

**The Position**

This position will perform clerical accounting duties in the preparation, maintenance, review, and processing of financial records, cost accounting, accounts payable, accounts receivable payroll, and reports.

**Job Duties**

- ◆ Reviews accounts payable invoices to verify amounts and account numbers; inputs invoices and prints checks after receiving the supervisor's approval; files invoices; prepares disbursement listings.
- ◆ Inputs journal entries and cash receipts.
- ◆ Maintains cost accounting records for projects and reconciles advances and deposits to actual costs.
- ◆ Assists in preparing reports and budgets.
- ◆ Finalizes bank reconciliations.
- ◆ Maintains various accounting and payroll spreadsheets.
- ◆ Conducts special surveys and studies as assigned.
- ◆ Assists with the maintenance of employee activities such as training, benefits, or similar activities.
- ◆ Enters timesheet and payroll adjustments and processes various payroll related payments via internet.
- ◆ Ability to follow proper safety protocol.
- ◆ Performs other duties as assigned.

**Minimum Qualifications**

Knowledge of: Basic accounting principles, practices, and procedures; computers and applicable software applications, including word processing, spreadsheet, and database programs; and modern office methods, practices, procedures, and equipment. Excellent organizational skills.

Education and Experience – Minimum Qualifications: One year of accounting clerical experience that involved preparing and maintaining accounting records.

Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Benefits**

Retirement – CLWA is a member of the California Public Employee's Retirement System (CalPERS) and pays the 7% employee contribution.

Health Insurance – CLWA pays for dental, vision and medical insurance for the employee and his/her family, subject to co-pay depending on plan choice.

Retiree Medical Insurance (for employees hired on or after January 1, 2009) - The vesting benefit package for retiree medical insurance provides for employer contributions toward medical insurance premiums based on years of "CalPERS" credited years of service. In general, the vesting benefit requires that at least five years of CalPERS-eligible service must have been earned through employment with the Castaic Lake Water Agency. More information will be provided upon request.

Life Insurance/Disability – CLWA covers twice the annual salary up to \$100,000 in life insurance as well as a long-term disability plan.

Deferred Compensation – Plan provides 50% agency contribution up to 3% of annual salary.

**APPLY BY APRIL 8, 2010** Agency application is required. The job bulletin and application are available on our website at [www.clwa.org](http://www.clwa.org) or (661) 297-1600. Send completed application to:

**Human Resources  
Castaic Lake Water Agency  
27234 Bouquet Canyon Road  
Santa Clarita, CA 91350**

*CLWA is an Equal Opportunity/ADA Employer*