

# Las Gallinas Valley Sanitary District

*Finance and Accounting Professionals  
Invites your interest for the position of*



**Financial Specialist I/II  
(Confidential)**



## The Position

Located in beautiful Northern California, between the cities of San Rafael and Novato, the Las Gallinas Valley Sanitary District has a career opportunity for the position of Financial and Human Resources Specialist I/II (Confidential).

Under the general direction of the Administrative Services Manager, performs detailed professional accounting, administrative, human resources, risk control, and technical work in support of the District's financial, auditing, and personnel programs; assists the Administrative Services Manager with related administrative and human resources tasks; demonstrates a full understanding of policies and procedures and work methods associated with assigned duties; and performs other tasks as assigned.

Incumbents are expected to coordinate multiple and concurrent activities while exercising discretion on payroll, personnel matters, and sensitive issues with only occasional instruction or assistance. Adequate performance at this level requires the knowledge of departmental or office procedures, policies, MOU's and precedents and the ability to choose among alternatives in solving many problems. The incumbent must independently demonstrate a full understanding of and ensure compliance with Federal and State laws as well as District policies and procedures. Incumbents receive general supervision from the Administrative Services Manager and may assign and direct the work of less experienced clerical technical positions. This position requires discretion to work with sensitive issues and be able to coordinate multiple and concurrent activities while exercising discretion on payroll and personal matters.

The Financial and Human Resources Specialist I is the entry level class within the professional Financial and Human Resources Specialist series. The Financial and Human Resources Specialist II is the journey-level classification and is distinguished from the Financial and Human Resources Specialist I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Positions may be filled by advancement from the Financial and Human Resources Specialist I level.

## Minimum Qualifications

### **Education and Experience:**

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may not substitute for education. However, the requirement for equivalent to a Bachelor's degree could be met by demonstrating completion of a number of higher-level educational units that would normally meet a Bachelor degree requirement. Minimum requirements to obtain the requisite knowledge and abilities are:

### **Financial and Human Resources Specialist I**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

### **Financial and Human Resources Specialist II**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field, and two (2) years of increasingly responsible professional accounting experience. Possession of a valid Certified Public Accounting license issued by the State of California is desirable.

## Examples of Duties\*

### Accounting

1. Assists in maintaining the integrity of the general ledger, including evaluating and analyzing transactions, implementing accounting procedures, and preparing accurate and timely financial analyses and reports.
2. Assists with the preparation of the District budget.
3. Assists in the preparation of annual financial statements and notes, such as the preparation and submittal of the Comprehensive Annual Financial Report (CAFR) as well as the State Controller's Report.
4. Assists in the performance of daily cash management; cash transfers; and reconciles all District bank accounts.
5. Process bank deposits.
6. Prepare invoices for permits, connection fees, and other services as directed by the Administrative Services Manager.
7. Prepare the Warrant List as needed for Board meetings.
8. Process accounts payable: code invoices to the proper general ledger account, match bills of lading to vendor invoice, route invoice for approval, produce vendor payments and prepare annual 1099 statements for contractors.

### Payroll and Personnel

1. Assist with administration of employee insurance and other benefit programs; enroll employees, explain benefits and follow-up on enrollment and eligibility issues.
2. Assist with maintenance of employee personnel, medical and Worker's Compensation files.
3. Compile and verify salary data and prepare spreadsheets and tables at the request of the General Manager and/or Administrative Services Manager that relate to labor relations issues, including bargaining proposals and costing.
4. Review timesheets and other payroll records for completeness and accuracy for payroll processing.
5. Reconcile payroll deductions and prepare payments to CalPers, union dues, and deferred compensation plans.
6. Maintain payroll reporting system, currently with ADP, including generating, modifying and creating reports from payroll data as needed.
7. Prepare Employee Action forms for cost of living and merit adjustments as directed by the General Manager and/or Administrative Services Manager.

### General Duties:

1. Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, accounting and human resources programs.
2. Greets visitors and coordinates resolution to visitor inquiry.
3. Serves as the backup to answer telephones and assist callers, direct calls or take messages, and to prepare incident reports for calls related to line stoppages.
4. Sorts, distributes and posts mail as needed.
5. Prepares correspondence, memos and reports for general district business.
6. Assist the General Manager and Administrative Services Manager in preparation and distribution of regular and confidential communication including those pertaining to personnel matters, employee relations, labor negotiations, District litigation, Board member communication, etc.

**\*This list is illustrative and not comprehensive; please review the duties in the job description.**

## The District

We understand and embrace our Mission to protect public health by effectively handling the sanitation needs of the community and our role in protecting the environment. Discharging directly to the San Pablo Bay presents significant and obvious challenges to do our job correctly. The District has a strong commitment to the environment in all that we do, as demonstrated in our photovoltaic power generation project, various recycling efforts, multi-faceted reclamation project, freshwater marsh, irrigated pastures and newly constructed recycled water plant. The District has received recognition and many awards for environmental and educational programs. We are known for being innovative, proactive and successful at what we do. Our approach is to combine effective Pollution Prevention and Educational Programs and state-of-the-art technologies with a strong and positive relationship with our community.

We are a team dedicated to keeping our world a cleaner and safer place to live. In support of our dedication to protecting public health, continuing our progressive approach to innovative technologies and environmental education, we seek an Financial and Human Resources Specialist who thrives on and can contribute to this efficiently run but challenging work environment.

## General Information

Founded In: 1955

Location of Service Area: San Rafael,  
California

**NUMBER OF FULL TIME EMPLOYEES:** 20

**NUMBER OF CUSTOMERS SERVED:** 30,000

Residential	90%
Commercial	10%

### COLLECTION SYSTEM:

Sewer Gravity Pipelines:	105 Miles
Sewage Pumping Stations:	28

### PLANT/TREATMENT:

Treatment capacity	2.92 MGD
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## The Compensation

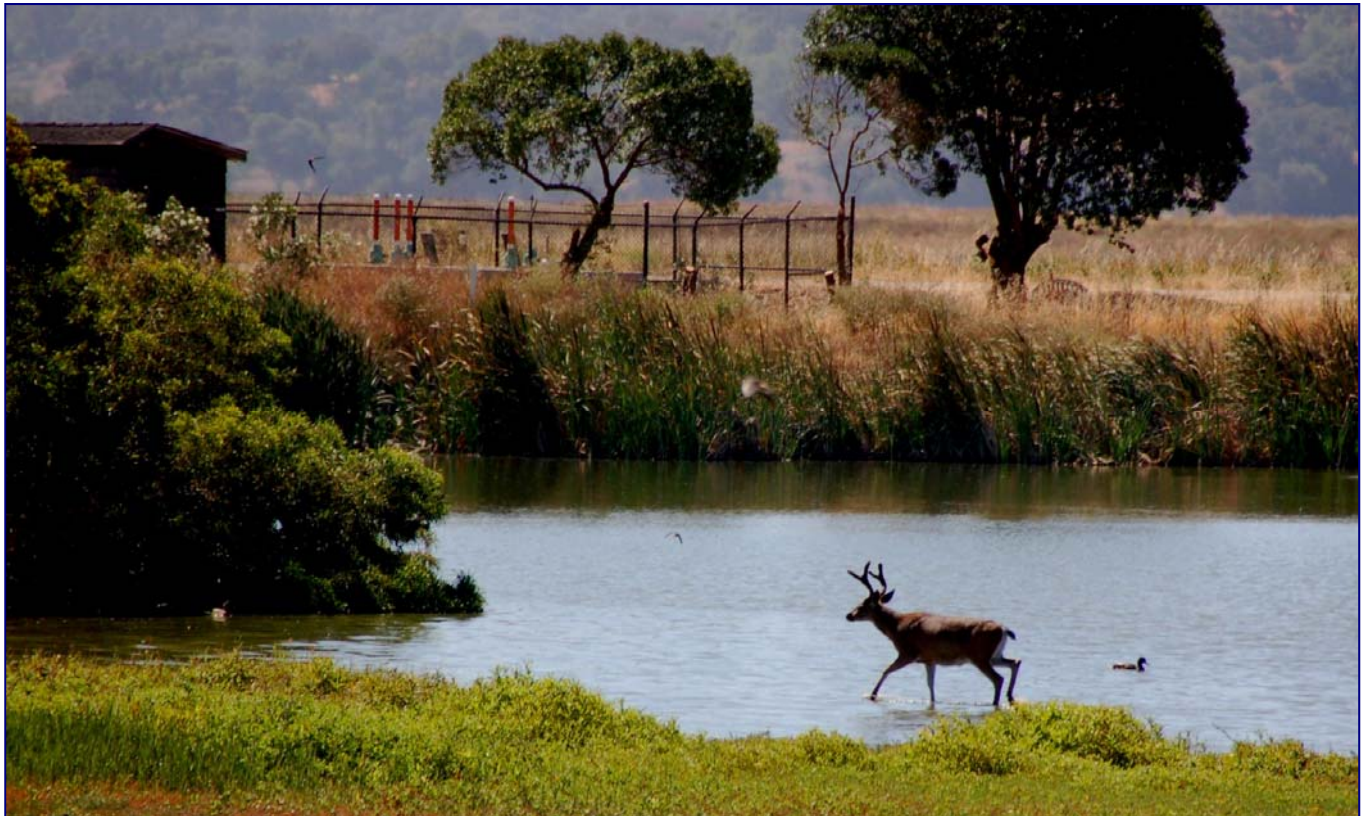
The Financial and Human Resources Specialist I/II salary will be dependent on qualifications, background and successful experience. Additional compensation, subject to the approval of the General Manager for dual (5%) and triple (5%) certification is available. This is an At-Will position subject to a contract.

The monthly salary range for an Financial and Human Resources Specialist I is \$4,994 to \$6,071 per month; for an Financial and Human Resources Specialist II is \$5,783 to \$7,028 per month. The very competitive benefits package includes:

- ◆ **Health Insurance** — The District participates in PERS/Medical, which offers a wide range of health provider selections. The District pays the premium up to the Kaiser Family Rate.
- ◆ **Social Security** — The District participates in the Social Security System and matches the employee's contribution.



- ◆ **Dental Insurance** — The District provides a self-insured program for employees and eligible dependents, and pays dental expenses up to \$2,000 per year per person.
- ◆ **Long Term Disability Insurance** — The District provides LTD.
- ◆ **Vision Insurance** — The District provides a comprehensive program for employees and eligible dependents, and pays for up to 50% of the premium.
- ◆ **Life Insurance** — The District provides fully paid term life insurance in the amount of \$50,000.
- ◆ **Retirement** — The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62.
- ◆ **Certification Pay**—Dual Certification plus 5% in salary, Triple Certification plus another 5% in salary for skills and training that benefit the District operationally and financially.
- ◆ **Holidays** — Employees receive 9 holidays per year.
- ◆ **Vacation** — Employees receive 14 vacation days per year for the first 3 years, 19 days from years 4 to 10, 22 days from years 11 to 15, 24 days for years 16+, and a one-time 5-day vacation bonus after 20 years of service.
- ◆ **Sick Leave** — Employees receive 12 days of annual sick leave.
- ◆ **Deferred Compensation** — A 457 Plan is available.
- ◆ **Retirement Medical** – Benefits are available after ten years of District service upon retirement from the District.



## The Recruitment Schedule

Final Filing Date .....	3:00 pm on Tuesday, August 12, 2014, late applications will be rejected
Preliminary Reviews .....	August 13-14, 2014
Initial Interviews .....	August 18-19, 2014
Finalists Selection Process Begins .....	August 26, 2014

*Dates have been confirmed. It is recommended that you plan your calendar accordingly.*

## The Recruitment Process

To apply for this outstanding career opportunity, Applicants need to fill out a Las Gallinas Valley Sanitary District Job Application. A resume may be included but is not an acceptable substitute for an application.

Instructions: The "Internet Job Application" is available at [www.lgvsd.org/jobs.html](http://www.lgvsd.org/jobs.html). **All applicants must complete the job application. Resumes submitted without the application will be rejected.** When you've completed the form, please print it and save it to your computer. You can then either attach it to an e-mail as a pdf document, or mail/fax it to us. If you wish to have a paper application mailed or faxed to you instead, please call 415-472-1734, extension 22 and provide your name, address and telephone and/or fax number(s).

Pre-employment requirements include passing a background check, physical and drug screen.

For further information please contact the District office at 415-472-1734 or see the District's web site at [www.lgvsd.org](http://www.lgvsd.org).