



SENIOR ACCOUNTANT
Citrus Height Water District, California

Recruitment Services Provided By



A close-up photograph of a clear glass bottle pouring water into a glass. The water is captured mid-pour, creating a dynamic splash and bubbles. The background is a soft-focus outdoor scene with water and greenery under a clear sky. A dark blue rectangular box is overlaid on the left side of the image, containing white text.

The Opportunity

The Citrus Heights Water District (CHWD) offers an exciting career opportunity to public or private sector accounting professionals who have a passion to advance their career and serve as the next Senior Accountant in a service-oriented, rapidly evolving special district in the Sacramento region.

About the Citrus Heights Water District

The Citrus Heights Water District was founded in 1920, operating under the State of California Water Code. CHWD provides drinking water to an estimated service area population of 70,000 customers through more than 20,000 water service connections. CHWD's service area is 12.8 square miles, including portions of Citrus Heights, Fair Oaks, Orangevale, Carmichael, Roseville and unincorporated Placer County in the Greater Sacramento Region.

CHWD has 38 full-time dedicated employees to operate and maintain its water system, ensuring high-quality and reliable water, while providing great customer service. The District is governed by a three-member Board of Directors who are elected by District and appoint a General Manager. The 2023 CHWD annual operating budget is approximately \$16 million, and its 2023 Capital Improvement Budget is \$8.23 million.





Mission

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

Vision

The Citrus Heights Water District will continue to evolve as a dynamic provider of municipal water service to ensure that our customers receive the best value without giving it a second thought.

Core Values

- Integrity
- Accountability
- Teamwork
- Professionalism
- Dependability

The Community CHWD Serves

The Citrus Heights community is family friendly and features great schools, beautiful parks, a wide array of youth programs and numerous community events, in addition to many local shops and restaurants. Close to Sacramento, the region also enjoys the cultural, educational, and recreational amenities of a major metropolitan area.

The Sacramento area offers amenities that are attractive to those who enjoy an active lifestyle. Residents enjoy fishing and water sports in local waterways, snow skiing and related activities in the Sierra, trails and bikeways, wine tasting, and countless other outdoor activities. Sacramento is also home to an NBA franchise, along with professional baseball and soccer teams.

The Sacramento region offers numerous educational institutions, including California State University, Sacramento, the University of California, Davis, the McGeorge School of Law, four campuses of the Los Rios Community College District, and other two-year and four-year institutions are all located in the immediate area.





The Position

The Senior Accountant is an exempt, advanced journey level professional position responsible for a variety of complex accounting duties including reconciliation of financial transactions such as accounts receivable, accounts payable, fixed assets, general ledger accounting, payroll and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing. This position will report to the Accounting Manager and may exercise technical and/or functional supervision over assigned professional and technical staff. Some of the essential job duties include:

- Preparing and monitoring individual budgets and assisting in the preparation of the overall District budget and updates to the Rate Model as assigned.
- Preparing journal entries, general ledger and financial statements, with emphasis on the District's accounts receivable, accounts payable, payroll and fixed asset functions.
- Updating and maintaining accurate records of customer accounts, including receivables, delinquencies, and property transactions, and assisting with maintaining the District's customer information and financial information systems.
- Performing payroll responsibilities as assigned (directly or in coordination with a third-party payroll vendor).
- Preparing bills and notices to CHWD customers.
- Establishing and maintaining accurate records of vendor accounts, including vendor invoices and payments, and assisting with the monthly and end of year reporting requirements.
- Performing a variety of routine to difficult accounting and financial recordkeeping work in the preparation of financial and statistical records and reports.
- Reviewing a variety of financial documents and reports for accuracy, and reconciling data with accounting records.
- Managing vendor contracts and services related to District financial and customer service activities; receiving and responding to vendor inquiries about invoices and District payments.
- Maintaining the District's general ledger, closing and adjusting journals and ledgers; maintaining and reconciling balances on cash accounts.
- Providing assistance during annual audit as required.
- Responding to customer inquiries about billing and payments.

Key Opportunities

The CHWD will be undergoing transformational change in the coming years. The next Senior Account for the District will have the opportunity to work collaboratively with internal team members to deliver and ensure solid financial practices are in place to support District operations now and in the exciting growth period that lies ahead. Key opportunities include:

- The next Senior Accountant will have a career hallmark opportunity to join a largely new and expanded finance team led by the Director of Administrative Services. Significant personal and professional growth lies ahead and will be strongly supported by CHWD leadership.
- The CHWD is poised during the next seven years to grow significantly due to Board-directed policy initiatives, including a significant increase in expenditures beginning in the year 2030 to support CHWD’s annual Capital Improvement Program. The next Senior Accountant will have an opportunity to work closely with the Accounting Manager to ensure proper CIP accounting is in place to support the anticipated growth.
- An exciting opportunity to work on financial aspects of long-term infrastructure planning and water budget implementation planning awaits the next Senior Accountant.
- As the need arises and the team expands, there may be an opportunity for the Senior Accountant to experience professional growth by serving in a team leadership role.





Ideal Candidate

The ideal Senior Accountant candidate will possess advanced, journey level experience with complex financial and accounting tasks for a government entity or be a private sector accounting professional desiring to learn in a rapidly evolving, special district environment. In addition, knowledge, skills and experience in the following areas will position the next Senior Accountant for success:

- Demonstrated aptitude in budget preparation and monitoring, along with experience in managing payroll processes and procedures will position the next Senior Accountant for success in the role.
- Experience with utility billing is highly valued by the District.
- A strong teamwork orientation and the ability to establish and maintain effective working relationships with internal and external stakeholders is desirable.
- The successful candidate will be highly organized and have a demonstrated track record of exhibiting the initiative to constantly pursue emerging financial practices.
- Experience with long-term infrastructure and water budget planning is desirable, but not a hard requirement.
- The next Senior Accountant should bring a customer service focus and the demonstrated ability to prepare clear, concise, and comprehensive financial reports and correspondence.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, public administration or a related field.

Experience: Four years of increasingly complex accounting and finance experience. Experience working with a public agency and/or water utility is desirable, but not required.

Licensure: Possession of a Certified Public Accountant license is desirable, but not required by the District.





EMPLOYEE BENEFITS

Compensation & Benefits

The salary range for the Senior Accountant is **\$89,668 to \$121,050**, with placement in the range made depending on qualifications. In addition, subject to Board direction/approval, District salaries are reviewed annually for a Cost-of-Living Adjustment (COLA). The District also offers a competitive and attractive benefits package that includes the following:

Pay for Performance System: The District offers an innovative Pay for Performance system which is in conjunction with the annual employee performance evaluation. Based on an employee's performance rating, both merit adjustments and one-time rewards and recognition amounts may be awarded. A .pdf summary of the program can be viewed by clicking on the Pay for Performance link at [CHWD - Pay for Performance](#).

Retirement: Retirement is provided through CalPERS, in addition to Social Security contributions. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPRA members are 2% @ 62. Employee pays the employee portion.

Flexible 4/40 Work Schedule: The District observes a 4/40 work schedule (Monday-Thursday, 10-hour days). Subject to Department Head approval, a telecommuting agreement may allow for occasional remote work.

Deferred Compensation: The District offers optional enrollment in a pre-tax payroll-deducted 457 plan. The District offers 3% employer match, based on annual limits as established by the IRS.

Health Benefits:

- **Medical:** The District provides health insurance plan options for employees and dependents; offers a \$400 monthly medical stipend to employees who do not enroll into the District's health plan.
- **Dental and Vision:** The District provides dental and vision coverage to employees and dependents through Principal Insurance Group.

Vacation Leave/Sick Leave: The District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours respectively. In addition, each employee receives 10 hours of floating holidays per year. Additional paid days off between the Christmas and New Year's holidays are also provided to District staff.

Life Insurance: The District pays \$100,000 of employee life insurance. Additional supplemental life is available to employees at their own expense.

Relocation Assistance: The District will provide relocation assistance to the selected candidate, if needed.

The Recruitment Process

This recruitment will be handled with strict confidentiality. Confidential inquiries are welcomed to Bryan Noblett or Greg Nelson at (916) 550-4100. References will not be contacted until mutual interest has been established.

Interested candidates are encouraged to apply online at www.mosaicpublic.com/careers and should apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

The Citrus Heights Water District is an Equal Opportunity Employer.

