



The Tahoe City Public Utility District is offering an exciting career opportunity for an Accounting Assistant II or Accounting Technician (Depending on Qualifications)

Accounting Assistant II: is the journey level clerical classification in the Accounting Assistant series. The Accounting Assistant II classification is distinguished from the Accounting Assistant I by the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unusual or unique situations arise.

Essential Functions include:

- Gather, tabulate, proof and maintain various statistical and financial data and records for such processes as accounts payable, payroll, accounts receivable and general ledger accounting.
- Prepare a variety of weekly, monthly, quarterly and year-end financial reports such as W2, 1099, and payroll taxes. May prepare special reports such as engineering hours charged against specific projects.
- Post, check, balance and adjust accounts; enter data into computer and produce reports and registers.
- Perform manual check processing and assist in reconciliation of bank statements.

Accounting Technician: is an advanced journey level classification. Technicians possess specialized training or functional expertise and are assigned significant responsibilities above the journey level. They often exercise independent judgment in performance of duties and possess specialized knowledge, ability, skill, and experience.

Essential Functions include:

- Perform specialized and detailed work in the review and processing of various financial records and related materials.
- Ensure the integrity of data and information related to area of assignment, which may include cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing.
- Receive, research and resolve discrepancies related to cash management, utility billing/customer service, accounts payable/receivable and/or consolidated billing.
- Analyze and reconcile a variety of journals, accounts, reports, and records; prepare, process, and maintain accounting system records and transactions.

The Ideal Candidate has full-charge payroll and high volume accounts payable processing experience, exceptional organizational skills, works with a high level of autonomy, can operate a 10-key by touch, and supports the District's Core Values. Accounts Payable and Payroll duties are fully handled by this position, including all Federal and State tax reporting.

Nestled along 31 miles of the North and West Shores of Lake Tahoe, our independent special district provides water, sewer, and parks and recreation services to a community of approximately 5,000 full time residents, 20,000 part-time residents and many millions of visitors.

The District employs 48 full time staff and approximately 50 seasonal employees. We are honored to have earned an exceptional reputation for protection of the environment, effective implementation of projects, strong maintenance practices, and responsive service to the community we serve.

Salary Range is \$4,219.90 - \$5,485.87/month DOQ for Accounting Assistant II
Salary Range is \$4,479.51 - \$5,823.36/month DOQ for Accounting Technician

TCPUD boasts a competitive benefits package!

Job descriptions, job application, and supplemental questionnaire are located on our website www.tcpud.org.

Submit application, supplemental questionnaire and resume in order to be considered.

Questions regarding this position should be directed to Michelle Martland, Human Resources Administrator, at 530-580-6043 or mmartland@tcpud.org

Deadline for submission is 4/20/2018

TCPUD is a Drug Free Workplace. TCPUD is an EOE.