

Tahoe City Public Utility District

ACCOUNTANT II OR SENIOR ACCOUNTANT

Mission

The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

Vision

Building a healthy mountain community through our passion for public service.



An Outstanding Career Opportunity

TCPUD is seeking a skilled and dedicated accounting professional to join our team as an Accountant II or Senior Accountant, depending upon qualifications and experience. This role offers an exciting opportunity to contribute to the fiscal integrity of our District, ensuring accurate financial management in support of the public services we provide to the Tahoe City community. This position is new to TCPUD, having been approved as an additional position during the 2025 budget process. The Accountant II or Senior Accountant will have the opportunity to work in a variety of areas, including budgeting, audits, general ledger accounting, AR/AP, payroll, and assisting in financial planning.

TAHOE CITY PUBLIC UTILITY DISTRICT

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD's service area encompasses 31 square miles and lies within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers, and manages numerous parks, beaches, facilities, and recreation programs for residents and an extensive visitor population.

TCPUD GOVERNANCE & SERVICES

A five-member Board of Directors, elected for four-year terms, governs the TCPUD. The Board of Directors elects a Board President and Vice President from among the five members to serve a one-year term. Meetings are publicly noticed, and the public is encouraged to attend.

The board-appointed General Manager oversees the day-to-day operations in accordance with the policies and procedures established by the Board. Operations are supported by 64 full-time employees and up to 70 seasonal employees in four departments: Utilities, Parks & Recreation, Engineering, and Governance and Administrative Services. The TCPUD's 2025 Annual Operating Budget is \$22.4 million, and Capital Budgets are an additional \$31.6 million.

In addition to providing safe and reliable drinking water and wastewater collections, numerous facilities are operated and maintained by TCPUD to enrich the lives of residents and visitors throughout the year including beaches, parks, ball fields, a boat ramp, a campground, and a popular multi-use bike trail. Additionally, TCPUD operates the Tahoe City Golf Course and the Tahoe City Winter Sports Park and offers a wide range of recreational activities and programs.

TCPUD works closely with neighboring special districts, planning and regulatory agencies, and non-profit organizations around the Tahoe Basin, and we are honored to have earned an exceptional reputation for environmental protection, effective project implementation, strong maintenance practices, and responsive service to residents and visitors.

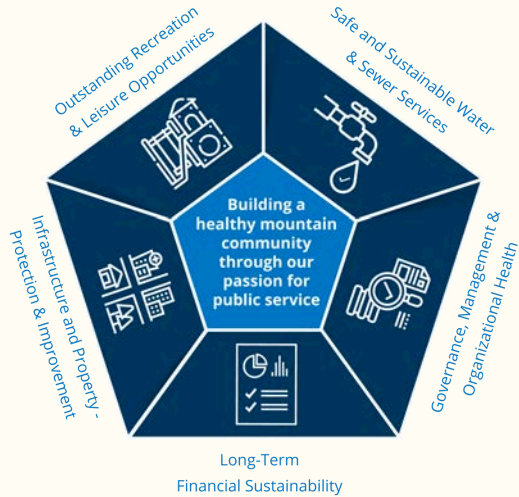
HISTORY OF TCPUD

Established under the State of California's Public Utility District Act, TCPUD was founded in 1938. It is the oldest local government agency in the Tahoe Basin.

The founders created TCPUD to provide public water service to the local community. Today, water service is provided in multiple separate systems and serves approximately three-quarters of the homes and businesses in TCPUD's service area.

TCPUD became involved in parks and recreation services in 1947 as a result of public interest in improving the maintenance and public access for Commons Beach. In 1952 the Tahoe City sewer system was built and has been operated by TCPUD ever since. In the early 1960s and at the community's request, TCPUD began to offer parks and recreation programs.

DISTRICT 2022 - 2026 STRATEGIC FOCUS AREAS



THE POSITION

Accountant II or Senior Accountant

This is a professional position within the Governance & Administrative Services Department. Under administrative direction from the Accounting Manager, the Accountant II or Senior Accountant will provide technical support to the TCPUD Accounting Team by planning and/or assisting general ledger accounts, accounts payable, accounts receivable, payroll, and utility billing activities.

Depending upon qualifications and experience, this position will be filled as either an Accountant II or Senior Accountant. Examples of the essential functions to be performed by each position are listed, however for a complete list of duties and qualifications, please refer to the job descriptions accompanying this brochure.

Essential Functions of Accountant II

- Prepare and complete the month - and year-end close process.
- Assist with the annual audit.
- Assist in the preparation of the annual budget.
- Prepare account reconciliations.
- Prepare data for the development of utility rate structures.
- Perform grant administration, including preparation and reconciliation of reimbursement claims.
- Implement and maintain fixed asset control records.

- Review operating department invoices for proper expense distribution and approvals.
- Assist in the implementation and modification of accounting procedures and systems.

Essential Functions of Senior Accountant

- Provide direction to the organization and work of accounting technical and support staff including subsidiary ledgers and reconciliations.
- Provide accounting and financial support services for the District's most complex budget and reporting systems.
- Direct the monthly closing of the general ledger.
- Assist and lead the Accounting Staff with the annual audit.
- Create new and review established financial systems, processes, and procedures.
- Assist with research, compile, and analyze data for development of utility rate structure.
- Participate in the preparation of the annual budget.
- Review operating department expense distributions and approvals.
- Maintain subsidiary accounts receivable system and collections.
- Implement and maintain fixed asset control records.
- Assist in the preparation of documented procedures for the operating and administrative department for recording financial information.

Knowledge Of

- Principles and practices of general accounting, cost accounting, internal control mechanisms, fixed asset accounting, and budgeting.
- Pertinent local, State, Federal laws, rules, and regulations, especially as related to accounting, auditing, and grants.
- Governmental Accounting Standards Board (GASB) principles and other local government financial requirements (Senior Accountant).
- Grant management (Senior Accountant).



THE IDEAL CANDIDATE

The Accountant II role is ideal for a candidate with foundational experience in accounting who is ready to take on increasing responsibilities in financial reporting, reconciliation, budgeting, audit, and compliance.

The Senior Accountant role is designed for a candidate with advanced expertise, leadership abilities, and a demonstrated history of handling complex accounting tasks, audits, and process improvements.

EDUCATION & EXPERIENCE: Accountant II

Education

Bachelor's degree from an accredited college or university in accounting or a closely related field.

Experience

Two (2) years of progressively responsible experience performing accounting functions while supporting higher-level financial operations.

EDUCATION & EXPERIENCE: Senior Accountant

Education

Bachelor's degree from an accredited college or university in accounting or closely related field.

Experience

Two (2) years of progressively responsible experience in general ledger accounting, leading month-end, quarter-end, and year-end close processes, and preparing and analyzing complex financial statements or in possession of a Government Finance Officers Association (GFOA) Certified Public Finance Officer's certification.

Compensation & Benefits

TCPUD offers a competitive salary and benefits package.

The annual salary range for Accountant II is \$89,232 - \$116,001, depending on qualifications.

The annual salary range for Senior Accountant is \$100,547 - \$130,707, depending on qualifications.

Application and Selection Process

Interested and qualified individuals are encouraged to review the job description for each position at www.tcpud.org/accountantII-senioraccountant.

To apply, please submit a cover letter and resume to cdelone@tcpud.org.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in this brochure and job descriptions. Candidates with the most relevant experience and qualifications will be invited to a second-round screening that may include a questionnaire, panel interview, and/or technical testing.

**The first review of applications will be
Wednesday February 26, 2025.**

For more information, visit www.tcpud.org/accountantII-senioraccountant. or contact Caty DeLone, Human Resources Manager cdelone@tcpud.org.