



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Director Linda Butler and John Merchant)

Regular Meeting

May 5, 2026, at 10:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **Call to Order**
2. **Comments from the Public**
If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments.
3. **Discussion Item New Job Descriptions and Positions**
 - a. **Staff and Senior Accountant Job Descriptions**
 - b. **Maintenance Worker Job Description**
 - c. **Add Equipment Mechanic Position**
4. **Discussion Item Update General Manager Recruitment**
5. **Directors & Staff Comments/Suggestions**
6. **Adjournment**

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or dfleet@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on May 1, 2026, at the District Office at 3:00 p.m.

MEMORANDUM

Date: May 1, 2026
To: Board of Directors
From: Cecilia Min, Director of Finance
Subject: Personnel Committee/Board of Directors

Recommendation

Staff recommend the following changes:

1. Change the job description and title of Accounting Technician FTE #3 to **Staff Accountant**
2. Change the job description and title of Accountant to **Senior Accountant**
3. Addition of another FTE – Senior Accountant

Background

Change the job description and title of Accounting Technician FTE #3 to Staff Accountant *(see enclosed Job Description)*

The organization previously maintained a full-time position dedicated solely to accounts payable. As a smaller organization, adding broader accounting tasks and increased responsibility to this FTE will better align staffing resources with operational needs.

Change the job description and title of Accountant to Senior Accountant & Addition of another FTE – Senior Accountant *(see enclosed Job Description)*

Numerous accounting tasks have not been completed consistently over the past ten years. The addition of a Senior Accountant position will help ensure that all required month-end close activities are completed on a regular, monthly basis. A detailed list of the outstanding and incomplete tasks is provided on the following pages.

The addition of the “Senior” designation to the position title is expected to attract/retain more highly qualified candidates and improve the overall quality of the applicant pool.

This position is anticipated to begin in Fall 2026 or Spring 2027, preferably after the completion of all audits. The current budget reflects funding for a full 12-month period; however, it is expected that the start date will be adjusted to November 2026.

Both job descriptions were reviewed by HrToGo.

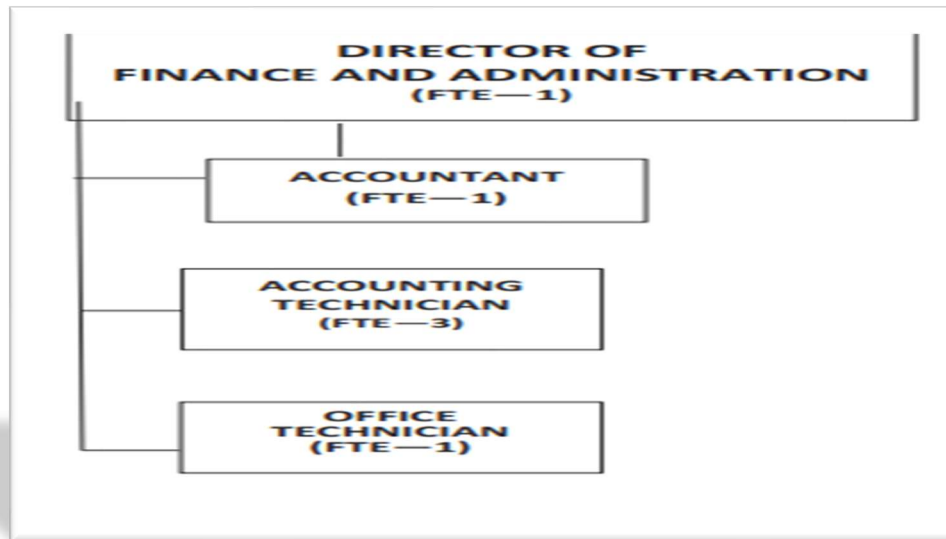
Conclusion

Staff recommend that the Personnel Committee/Board approve the proposed changes to position titles and the addition of a Senior Accountant position.

Accounting Department Structure – FY 26/27 Vs. FY 25/26

Previously discussed in March Finance and Board meetings

FY 25/26



Accountant FTE 1

This position currently

- spends 35% of his time processing monthly billing and other billing related tasks (escrow refunds, billing adjustments, billing questions from residents regarding billing issues, capture meter readings with operation). These tasks end at the end of the month when billing is completed.
- Fixed assets accounting
- Fire hydrant billings and refunds
- System overhaul changes e.g. Adding Fund Module GP, Financial Statement, Fixed allocation

Accounting Technician FTE 3

FTE 1 – Donna and Hazel who are PT currently process payroll, benefits, workers comp injury, benefits payments and accounting reconciliations with payroll and benefits. Donna is no longer with us and leaving the accounting reconciliation tasks not done

FTE 2 – Utility Billing - responsible for daily inquiries with the customers, enter new meters and changes to the billing system, and perform collection tasks throughout the month

FTE 3 – Accounts payable functions and back up for the front desk.

Office Technician – FTE 1 – daily cash receipt posting, mail collection and sorting and daily inquiries with customers and others

Previously discussed in March Finance and Board meetings

FY 26/27

1. Addition of Accountant FTE #2 (Senior Accountant)

Many tasks listed below were not completed consistently in the past 10 years. This position will start in the Fall of 2026 or Spring of 2027 preferably after the completion of all audits. Current budget was budgeted for the full 12 months

- Bank reconciliations (4 bank accounts) – needs to be done weekly
- Fire hydrant billing review and related refunds processing
- Monthly Balance Sheet reconciliations
- Developers' Billings and Related Accounting
- Bond Accounting
- CIA ditch billing
- Monthly utility billing analysis and review
- Fixed Asset Reconciliation
- Payroll and Benefits Reconciliation that was previously done by Donna
- Reserve Funds Monthly Reconciliation
- Income Statement Analysis
- OPEB reporting
- System conversion to another software eg. Tyler, Asteria and Caselle
- External reporting to Government, Bond, and other agencies
- Due to/from Reconciliation – monthly
- Audit workpaper preparation

2. Changing the AP position to staff accountant

In addition to the normal AP activities, these tasks will be added

- Credit card month end reconciliation
- Miscellaneous deposit
- Daily cash receipt reconciliation to the bank – daily/weekly
- 1099 process
- Month End Accrual
- Fire Hydrant Meter Billing

Previously discussed in March Finance and Board meetings

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: ADMINISTRATION/FINANCE

FLSA/OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 05/19/2021/TBD

SUMMARY: To perform professional accounting and financial recordkeeping work; to assist in the preparation of financial statements, documents, analyses and reports; to personally perform complex and detailed accounting work; and to perform other job-related work as required.

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Accounting Manager/Director of Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of technical and specialized financial, personnel, budgetary and statistical recordkeeping work in District general ledger, accounts payable and receivables, water billing, payroll and budget activities; provides customer services in person and by telephone; performs cashiering duties as necessary;
- Responsible for accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices; receives departmental approval; enters all pertinent information into the District's computer system; generates, prints and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports; responsible for vendor database and 1099 processing;

Processes utility customer requests; assists-

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report

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- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, answers questions and provides information to the public, investigates complaints and recommends corrective action as necessary to resolve complaints;
- Maintains miscellaneous accounts receivable, including adding new invoices, recording paid invoices, working with customers and monitoring past due invoices and following up on past due accounts;
 - Prepares annual write-off/stake message for the District utility billing team
- Prepares, reviews and maintains a variety of financial and statistical records involving

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~~cashiering, customer service and utility billing to include the receipt, balancing and posting of cash funds; gathers, assembles, tabulates, checks and files financial data;~~

• ~~Coordinates collection procedures; establishes payment plans; works closely with Field Operations on accounts with service interruptions;~~

• ~~Identifies and recommends ways to improve policies and procedures related to customer service;~~

• ~~Provides general support to the Accountant and Accounting Manager accounting team and support in the absence of the Office Technician Utility Billing Team.~~

DISTINGUISHING CHARACTERISTICS:

~~This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.~~

QUALIFICATION REQUIREMENTS:

~~Knowledgeable in procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel recordkeeping systems. Practices of financial, personnel and statistical recordkeeping, including automated accounting and bookkeeping systems. Basic budget preparation procedures. Filing methods and procedures. Correct English usage, spelling, grammar and punctuation. Basic governmental accounting principles and procedures. Knowledge of modern office practices, procedures and equipment.~~

- Strong understanding of accounting principles and practices, particularly in accounts payable management
- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables

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- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

~~Two~~ Seven years of technical experience in Accounts Payable and general financial accounting,
~~personnel or statistical~~ recordkeeping activities,
OR

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field. preferred with five years of technical experience in Accounts Payable

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LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public.

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and private representatives in interpreting and enforcing departmental policies and procedures.
The noise level in the work environment is usually quiet.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Director of Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report
- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, take message for the utility billing team
- Provides general support to the accounting team and support in the absence of the Utility Billing Team.

DISTINGUISHING CHARACTERISTICS:

This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.

QUALIFICATION REQUIREMENTS:

- Strong understanding of accounting principles and practices, particularly in accounts payable management
- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables
-

- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Seven years of technical experience in Accounts Payable and general financial recordkeeping activities, *OR*

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field preferred with five years of technical experience in Accounts Payable

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

SENIOR ACCOUNTANT

DEPARTMENT: ~~ADMINISTRATION~~ FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – ~~5/19/2021~~ TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the ~~Accounting Manager~~ Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ~~Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger~~
- ~~Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.~~
- ~~Responsible for accurately and timely preparing the District's payroll; maintains payroll~~

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~~information by collecting, calculating and entering data on the District's payroll system, spreadsheets and various platforms; coordinates with the Director of Administration on employee changes, new hires, changes in payroll status, pay, benefits, procedures and deadlines; updates payroll records by entering employee changes as requested; prepares and reconciles spreadsheets and reports by compiling summaries of earnings, taxes, deductions, leaves, disability coordination, and nontaxable wages; determines payroll liabilities; prepares and submits reports to the California Public Employees' Retirement System; resolves payroll discrepancies by collecting and analyzing information; serves as a resource to answer employee inquiries regarding payroll information; assists the Director of Administration in tracking and maintaining payroll information in compliance with FMLA/CFRA, FLSA, Workers' Compensation, Disability and other federal and state regulations; prepares and reconciles quarterly and annual federal and state tax filings and W-2s; maintains employee confidence and protects payroll operations by keeping information confidential.~~

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Performs general ledger accounting, reporting, and reconciliations; prepares monthly reconciliations of District checking accounts, investment and trust accounts, and accounts for developer security deposits; prepares general

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journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly, quarterly, and annual closing of the general ledger.

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Performs various cash management, investment, and reporting duties; prepares daily monthly cash report; prepares monthly and investment report; gathers and provides information on current and future cash receipts and disbursements; makes recommendations for cash and investment management; prepares bank and investment wire and

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transfer forms; reconciles bank and investment accounts; coordinates with banks on issues

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related to the District's accounts, bank transactions, and investment activities.

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Performs capital asset, depreciation and cost accounting; performs capital asset and construction in process (CIP) accounting including monthly journal entries for capital asset and construction in process adds and retirements/deletes; processes capital asset depreciation; prepares quarterly and annual capital asset, capital expense, and CIP reconciliations; and sets up completed CIP projects as capital assets when completed projects are accepted; processes all capital asset donations to the District; coordinates the annual physical inventory of a portion of the capital assets and reconciles the physical inventory to the general ledger and subsidiary ledgers; coordinates with auditors as necessary.

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Assists in budget preparation for assigned areas including debt service payments on bonded debt and capital leases, debt service administration expenses, capital asset depreciation for all applicable funds, and interest earning for all District funds; assists staff with budget preparation, reporting, forecasting and other budget duties.

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Assists in the preparation of

- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Updates utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensures selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assists staff and District auditors with the pre-audit and audit.
- Assists the Accounting Manager by preparing special reports, completing special projects, and coordinating specialized transactions for the District with internal and external sources.
 - Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
 - Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
 - Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
 - Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
 - Assists with any accounting software conversion
 - Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

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- ~~Principles and practices of automated financial systems.~~
- ~~Principles of governmental budget preparation and control.~~
- ~~Revenues and expenditures of the District for cash flow projections.~~
- ~~Principles and practices related to the processing of payroll information, computerized payroll systems, and maintenance of payroll records.~~
- ~~Pertinent laws, rules, and regulations related to payroll.~~
- ~~Debt financing and Basic accounting.~~
- ~~Public fund investing principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting.~~
- ~~Principles and procedures of record keeping.~~
- ~~Principles of business letter writing and report preparation.~~

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- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
 - Pertinent federal, state, and local laws, codes, and regulations.
- Ability to:
- Examine and verify financial documents, reports, and transactions.
 - Prepare a variety of budgets, financial statements, reports, and analyses.
 - Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
 - Analyze and draw conclusions from financial data.
 - Interpret financial data and recognize accounts that need detailed investigation.
- ~~Oversee and coordinate District payroll processing.~~
 - Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

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- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

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• ~~Participate in the preparation and administration of assigned budgets.~~

- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.

• ~~Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the District.~~

- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

~~Minimum Education:~~ A Bachelor's degree from an accredited college or university with major ~~coursework~~ course work in ~~finance or~~ accounting.

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And:

Three (3) and 5 years of increasingly responsible professional accounting or auditing experience; two years in professional governmental government accounting and personnel recordkeeping activities; preferably

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor

Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SENIOR ACCOUNTANT

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Performs various cash management, investment, and reporting duties; prepares monthly cash and investment report; gathers and; prepares bank and investment wire and transfer forms; reconcile bank and investment accounts; coordinates with banks on issues related to the District's accounts, bank transactions, and investment activities.
- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Update utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assist staff and District auditors with the audit.
- Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
- Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
- Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
- Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
- Assists with any accounting software conversion
- Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP)
- Principles and practices of automated financial systems
- Basic accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting
- Principles and procedures of record keeping.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

A Bachelor's degree from an accredited college or university with major course work in accounting and 5 years of professional accounting or auditing experience; two years in government accounting preferably

LICENSE AND/OR CERTIFICATES

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

MAINTENANCE WORKER

Department: Water/Wastewater Utilities

FLSA Status: Non-Exempt

Bargaining Unit: Operating Engineers Local 3

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY

Under immediate and general supervision, performs a variety of semi-skilled construction, maintenance, modification, and repair activities in assigned maintenance operations areas. Work includes grounds, facilities, trails, drainage systems, and water and wastewater infrastructure. Performs related duties as required.

This entry level position is intended to provide training and experience in utility and maintenance operations. Incumbents may be eligible for promotion to Utility Worker I upon successful job performance, supervisor approval, and attainment of required certifications.

SUPERVISION:

Receives immediate and general supervision from the Utility Supervisor. Incumbents may also receive technical and functional direction from Utility Workers.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Utility Workers series. Incumbents begin under close supervision performing basic maintenance and operational duties while learning District systems, tools, and procedures. As experience and proficiency are gained, assignments become more complex and are performed with increasing independence.

This classification is designed as a training and development position. Advancement to Utility Worker I may occur after demonstrating required competencies, certifications, and satisfactory performance, typically within one year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed are representative and not all-inclusive.)

General Maintenance & Operations

- Performs semi-skilled maintenance, construction, and repair activities, including basic trade work.
- Assists with construction, installation, inspection, operation, maintenance, and repair of potable and non-potable water distribution systems, wastewater collection systems, and storm drainage facilities.
- Supports work on mains, laterals, service lines, manholes, valves, hydrants, curbs, gutters, conduits, and related appurtenances.
- Works with crews to construct, raise, adjust, and repair sewer and storm drain manholes,

drainage facilities, and associated structures; assists with concrete mixing and masonry work.

- Performs routine building and grounds maintenance, including repair and upkeep of facilities, structures, paved surfaces, landscaped areas, and drainage features.
- Maintains tools, equipment, and vehicles to ensure safe and efficient operation.
- Inventories and requests materials, supplies, and equipment.

Water & Wastewater System Support

- Assists with installation, repair, replacement, disinfection, testing, and restoration of water and sewer mains, laterals, and service connections.
- Assists with locating, excavating, and repairing water leaks; supports service taps and basic pipe fitting activities.
- Supports operation, inspection, and maintenance of sewer collection systems, water distribution systems, pump stations, tanks, and related infrastructure.
- Assists with inspection and cleaning of wastewater collection systems, storm drains, and flood control facilities; supports flushing and maintenance of water mains.
- Helps maintain, inspect, and exercise valves, hydrants, blow-offs, air/vacuum relief valves, gates, and related system components.
- Assists with pressure, flow, and operational testing; performs light plumbing tasks as needed.
- Performs leak detection, pipe inspection, and manhole inspection.

Facilities & Drainage Maintenance

- Inspects buildings and facilities for safety hazards and maintenance needs.
- Performs routine cleaning and upkeep of buildings, restrooms, and facilities.
- Maintains drainage areas including mowing, edging, trimming, and vegetation management.

Equipment Operation & Field Work

- Operates and assists with sewer cleaning and inspection equipment, including combination trucks, jet rodders, high-pressure washers, portable pumps, blowers, paving breakers, and CCTV inspection equipment.
- Assists with operation of heavy equipment used for trenching, excavation, pipe installation, backfilling, and site restoration.
- Uses gas detection and monitoring equipment to identify hazardous atmospheric conditions and maintain safe work environments.
- Performs Underground Service Alert (USA) locating and marking; assists in reviewing maps and plans to identify underground utilities.

Safety & Compliance

- Observes and follows established safety procedures and regulatory requirements, including traffic control, confined space entry, lock-out/tag-out, excavation safety, fall protection, and proper use of equipment.
 - Assists with confined space entry monitoring and permits compliance.
-

Operations Support & Customer Interaction

- Maintains logs, records, and reports of work performed, materials used, and equipment operation; enters time, materials, and work activity data into computerized systems.
- Responds to emergency call-outs such as floods, water line breaks, sewer stoppages, and wastewater spills.
- Assists in responding to customer inquiries and service requests related to water quality, pressure, leaks, water waste, and wastewater issues.
- Supports spill containment, mitigation, and cleanup activities.
- Assists with inspections and collection of operational and condition data related to District systems and equipment.
- May assist with coordination of development-related work, including inspection, disinfection, testing, and connection of new water infrastructure.
- Establishes and maintains effective working relationships with coworkers, supervisors, contractors, developers, and the public, demonstrating good customer service.

Other Duties

- Assists with treatment plant operations and special projects as assigned
- Performs related duties as required.

QUALIFICATION REQUIREMENTS**Knowledge of:**

- Safe work practices and procedures
- Basic methods, tools, materials, and equipment used in maintenance and construction work
- Grounds and facility maintenance techniques
- Basic water and wastewater system maintenance concepts

Skills and Abilities:

- Perform general building, grounds, and maintenance work
- Safely operate hand and power tools
- Follow oral and written instructions
- Maintain simple records and logs
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships
- Learn utility system operations, procedures, and safety requirements

MINIMUM QUALIFICATIONS**Education:**

High school diploma or equivalent (or ability to obtain)

Experience:

No prior experience required. Related maintenance or construction experience is desirable

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a

valid driver's license, insurability, and compliance with established District vehicle operation standards and requirements are a condition of continuing employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work performed primarily outdoors in varying weather conditions year-round
 - Frequent exposure to loud noise, chemicals, fumes, and environmental elements
 - Work may involve exposure to hazards typical of maintenance and utility operations
-

OTHER REQUIREMENTS

- Must be willing to work weekends, holidays, and emergency callouts
- Must be willing to learn and obtain certifications required for advancement

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

EQUIPMENT MECHANIC

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To perform inspections, conduct normal, preventive and emergency maintenance, troubleshoot and repair (electrical and mechanical) water and wastewater equipment, drainage and wastewater lift station equipment. Conduct minor maintenance and preventive maintenance on small equipment, gasoline and diesel powered automotive, truck, tractor and a variety of other power-driven equipment; and to perform other related work as required.

SUPERVISION: Receives direct supervision from the Treatment Plant Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs normal, preventive and emergency maintenance and repairs to all water, wastewater and drainage plant equipment, buildings and other District owned facilities including, but not limited to: troubleshooting, repairing and returning equipment to proper function and operation; ability to enter confined spaces using appropriate safety equipment and adhering to related safe work practices;
- Diagnose instrumentation and electrical problems and repair as necessary;
- Conduct minor maintenance on all District vehicles and equipment as necessary;
- Prepares requisitions for equipment repair, parts, supplies and materials; maintains inventory of parts and supplies;
- Performs a wide variety of metal cutting, welding and fabricating work; participates in basic repair, modifications and rebuilding projects involving treatment plant facilities; services and repairs hydraulic pumps and equipment; coordinates activities with appropriate contractors, prepare cost estimates and estimates of materials and equipment needs;
- Maintains work, time and material records on all District equipment and vehicles; Prepare and maintain a variety of records and files to satisfy timely submission of

reports in compliance with Federal, State, county and local agencies;

- Observes Federal, State, county and local safe use, storage and practices, policies, rules, regulations and reporting requirements pertaining to all petroleum based products and designated hazardous materials;
- Attend assigned safety training courses and demonstrate competency, familiarity with safe work practices, policies, regulations and procedures. Ability to train less experienced employees and to be able to foster good working relations with others.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full journey level experience. Employees are expected to work independently in conducting major and minor repairs on most engines and equipment. The employee is also required to diagnose a wide variety of mechanical and electrical problems that would be found in vehicles, water and wastewater plants, lift stations and reservoirs.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Tools, equipment and procedures used in the diagnostic and repair of water and wastewater equipment. Methods used in welding, and safe work practices.

The ability to inspect automotive and other power-driven equipment to locate and diagnose malfunctions. Perform minor and major mechanical repairs on District equipment. Use a variety of tools with skill and safety. Maintain shop and repair records. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Read and write at the level required for successful job performance.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience performing journey level duties in the repair and maintenance of water, wastewater and drainage facilities and equipment;

Completion of courses in automotive repair, diesel mechanics, and welding is desirable. A strong working knowledge of pump/ motor theory, trouble shooting repair and maintenance is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.