



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Invites your interest in the position of:

ASSISTANT ACCOUNTING MANAGER

**\$84,996 - \$108,480 Annually
(Steps 1 - 6)**

Under general direction from the Accounting Manager, this position supports all aspects of the District revenue collection, disbursement and payroll processes and will provide a leadership role in compliance, auditing and regulatory reporting matters. Assists with strict adherence to the District's financial controls, provides research and financial analysis expertise and develops key reporting for Operations or other regulatory entities.

SUMMARY OF EDUCATION, TRAINING AND EXPERIENCE:

- A Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, or a closely related field is required.
- Broad and extensive work experience in professional financial analysis and accounting work, including at least two (2) years in a supervisory capacity.
- Strong technical accounting skills, including knowledge of GAAP and current accounting principles and practices; knowledge of GASB a plus.
- Knowledge of local, state and federal payroll principles, practices and regulations and of principles and practices of budgeting, forecasting, financial planning.
- Excellent written and verbal skill with leadership experience with the ability to solve problems in a team oriented environment; knowledge of principles and practices of effective management, supervision, and employee performance evaluation.
- Excellent coaching and team building skills; strong interpersonal skills.
- Advanced expertise with Microsoft Excel; intermediate expertise in Outlook, Word and PowerPoint.
- Basic knowledge of database management systems (SQL).
- Experience with Microsoft Great Plains software and with integrating data from multiple systems and databases desired.

License or Certificates

- Certified Public Accountant or Certified Management Accountant designation desired.
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles required.

SUPERVISORY RESPONSIBILITIES

The incumbent in this position may provide direct supervision to department staff as assigned and serves as back-up to the Accounting Manager.

BENEFITS INCLUDE:

Medical/Dental/Vision, CalPERS retirement, 457 Plan, Life, STD/LTD, 14 paid Holidays, 12 days paid sick and Vacation leave.

TO APPLY:

Visit <http://www.mrwmd.org/about/human-resources> - Download an application and full job description. Return completed application and job description with resume by **EMAIL:** to hr@mrwmd.org, **FAX:** 831-384-3567 or **MAIL:** Po Box 1670, Marina, CA 93933.

OPEN UNTIL FILLED