



Accounting Supervisor

\$7,351 – \$9,383/Month

Port San Luis Harbor District, Avila Beach, California



Application Submittal Deadline: Friday, October 7, 2022 - 4:30PM

*(**Or before if sufficient number of qualified applications is received)*

The Position

Port San Luis Harbor District is seeking a highly motivated individual who will, under general direction, perform working supervisory accountant functions, which are highly complex in financial analysis, projects and proforma models. Functional areas of responsibility may include (i) the supervision and direction of staff performing professional or technical accounting work; (ii) non-supervisory, expert-level responsibility for planning, organizing and directing a finance program or function; and (iii) analysis of District fiscal data requirements with development and implementation of systems and procedures to meet those requirements. This position serves as the lead for the accounting function, with technical direction from the District Treasurer and under direct supervision from the Business Manager. As part of a team, this person also should be willing and able to perform routine accounting functions as needed.

Essential Duties

The following duties are considered characteristic but not inclusive, and are examples only:

- Plan, organize and direct fiscal activities and accounting function including staff supervision and operational oversight; budget development and monitoring, and preparing financial statements.
- Participate in the selection and evaluation of staff; provide training and employee development; determine the most effective use of resources.
- Conduct a review of staff work and perform quality control; ensure that staff are performing their work in compliance with District and program rules, regulations, policies and procedures.
- Collect and analyze financial information; prepare and oversee the preparation of periodic and *ad hoc* accounting and financial reports including, but not limited to, the quarterly reports, monthly financial reports, payroll reports and compliance reports. Provide operational and administrative department heads with monthly financial reports and support operational personnel by ensuring reports are designed to meet the needs of the users. Prepare special cost analysis requested by department heads. Prepare quarterly and annual financial statements for presentation to

the Board of Commissioners.

- Prepare and monitor the budget; calculate expenditures and revenues; analyze budget variances and present reports to executive management.
- Perform fiscal, auditing and compliance activities for diverse programs receiving local, state and federal funding; ensure programs are compliant with funding entity and District rules and regulations.
- Perform funding allocation analysis and ongoing audits of grant funds to ensure their fiscal and program compliance.
- Interpret and apply laws and regulations governing assigned operations.
- Manage assigned grant programs including a review of monthly program reports, and communicate with all service providers/grantees on fiscal and program operations. Provide technical expertise and information to auditors, local, state and federal agencies, supervisors, managers and others regarding assigned functions.
- Develop and oversees implementation of financial policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and District procedures.
- Serve as business case owner for implementation of fiscal management systems including modules for payroll, developing payment processes, report development and related systems elements; perform quality control testing for system integrity.
- Review financial documents such as ledgers, reports, vouchers, purchase orders, and invoices to ensure that proper cost centers are charged, that expenditures and revenues are recorded in the proper classification, and that purchases and other transactions by the department are proper in accordance with their approved budget; determine the level and appropriateness of year-end closing accruals, prepayments, deferrals, depreciation, or adjustments.
- Incumbent must be willing and able to perform routine accounting functions as needed.
- Perform other duties as required.



Education / Skills Requirements

Any combination of education and experience which has led to the acquisition of the required knowledge, skills and abilities. An example of qualifying education and experience includes:

- ✓ Bachelor's degree with at least eighteen (18) semester units of college-level accounting coursework, including two (2) semesters of Intermediate Accounting, PLUS:
- ✓ Five (5) years of progressively responsible professional accounting experience, one (1) year of which must be at a lead or supervisory level; OR two (2) years as a Senior Accountant for a CA Special District.

Education/Experience Substitution:

- ✓ Professional level accounting experience may be substituted for up to two (2) years of undergraduate education on a year-for-year basis, provided the candidate possesses at least eighteen (18) semester units of college-level accounting coursework, including two (2) semesters of Intermediate Accounting.

Port San Luis Harbor District is an equal opportunity employer. The successful candidate will be required to submit to pre-employment physical, including a drug test and a background/credit check.

Compensation

The salary range for this position is \$88,213 - \$112,590 annually; placement within the range will be based on qualifications. In addition to salary, the Port San Luis Harbor District offers an excellent benefits package including PERS retirement (New members: 2% @ Age 62; Classic members: 2.7% @ Age 55); medical, dental, and vision insurance; sick leave; vacation; 11 holidays per year; life insurance, voluntary participation in Flexible Spending accounts, a cell phone allowance and more. The District participates in Social Security.

Application and Selection Process

All applications will be evaluated based on the established criteria: knowledge, ability, education, experience and qualification as it relates to the position. **Applicants are required to submit a completed Port San Luis Harbor District job application.** Resumes and cover letters are *optional*, but recommended. Applications received by the application deadline will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Test and interview dates are to be determined.

A job description, position flyer and application may be obtained at the Port San Luis Harbor District Office, 3950 Avila Beach Drive, Avila Beach, CA (Mon.-Fri. 8:00-12:00 - 1:00-4:30) or by sending a self-addressed stamped envelope to P.O. Box 249, Avila Beach, CA 93424. Job information and application are also available online at www.portsanluis.com. **Applications must be complete and received in the Harbor District Office by the application deadline.** Postmarks, faxes or e-mails are not accepted after the submittal deadline. Resumes will not be accepted in lieu of a completed application, but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge. PSLHD is an equal opportunity employer.

*Send or deliver completed applications to:

Port San Luis Harbor District
Attn: Accounting Supervisor Recruitment
3950 Avila Beach Drive
P.O. Box 249
Avila Beach, CA 93424

*or email a *signed, completed* application to careers@portsanluis.com
NO LATER THAN 4:30PM October 7, 2022.**

No phone calls, please. Information is available online at www.portsanluis.com.

The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

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****Friday, October 7, 2022 at 4:30 PM**

Port San Luis Harbor District Mission Statement:

“To serve the public with an array of commercial and recreational boating, fishing, and coastal related opportunities, while ensuring an environmentally responsible, safe, well-managed, and financially sustainable harbor that preserves our marine heritage and character.”