

Accounting and Payroll

SAN ANTONIO WATER COMPANY

Accounting & Personnel Specialist

F/T – 40 hrs/wk. \$22.16 – 27.70/hr

Closes February 8, 2018

Under general supervision, performs responsible and moderately difficult full-charge bookkeeping and administrative work in the preparation, processing, verification and maintenance of financial and accounting documents and records; performs timekeeping and payroll administrative duties; assists with human resources support functions; and performs related duties as assigned. This position requires knowledge of basic human resources practices and accounts receivable, accounts payable and related accounting processes and procedures. Work requires resolving problems related to these functions in strict adherence to policies and procedures and sound financial management practices and procedures. Graduation from an associate degree program in accounting or bookkeeping and at least three years of progressively responsible experience in financial or statistical recordkeeping duties; or an equivalent combination of education, training and experience is required. Possession of a current California driver's license and a satisfactory driving record are required. Full benefits offered.

A Company Application (available on our website) must be completed and submitted to our office on or before February 8, 2018 for consideration. For a full position description please see our website. You may also apply at: San Antonio Water Company, 139 N. Euclid Ave, Upland, CA 91786 between 7:30 a.m. and 4:30 p.m. M-F [closed for lunch 11:30 a.m. to 12:30 p.m.] (909) 982-4107