



## Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

*It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.*

### NOTICE OF JOB OPENING ACCOUNTANT

Applications Accepted May 17 through June 1, 2010

Monthly Salary Range: \$3,890 - \$4,728

Web Address: [www.westlandswater.org](http://www.westlandswater.org)

#### MINIMUM QUALIFICATIONS

**Education:** Bachelor's Degree in Accounting, Business Administration, or closely related field with major course work in accounting, **and**  
**Experience:** Three (3) years of professional accounting experience.

Additional qualifying experience may be substituted for the education on a year-for-year basis.

**Job Description:** The Accountant position in the General Accounting Department maintains the District's financial accounting records and performs a variety of duties related to the financial and accounting work of the District. The successful incumbent in this position will be fully qualified in both accounting and auditing procedures and systems.

The primary duties of the Accountant position in the General Accounting Department include, but are not limited to, maintaining and assisting with the preparation, maintenance, verification, and reconciliation of accounting ledgers, journals, and supporting records; preparing and reviewing a variety of financial and tax reports for the District and outside agencies, including preparation of Federal and State reports; researching, preparing, reviewing, and analyzing all types of records of financial transactions requiring the application of accounting principles, including budgetary preparation and control; planning, organizing, and completing projects involving a variety of financial analyses, reconciliations, and data accumulation; analyzing and developing or modifying manual and/or automated accounting systems; accumulating, reviewing, and analyzing project cost data, including preparation of written reports to the Board of Directors, and coordinating with project managers and staff to obtain accurate and concise data.

**How to Apply:** Obtain application packet online at [www.westlandswater.org](http://www.westlandswater.org). Submit Westlands Water District Employment Application **and** Supplemental Application by mail or in person by 5 p.m. on the final filing date, **June 1 2010**, to:

Westlands Water District, Human Resources Department  
3130 N. Fresno St., P.O. Box 6056  
Fresno, CA 93703  
office hours Monday-Friday 8 a.m. to 5 p.m.

**Resumes may be included; however, will not be accepted in lieu of required application materials. Emailed and faxed application materials and post marks will not be accepted.**

**The Selection Process:** Applicants meeting the minimum qualifications and filing requirements will be scheduled for a written exercise. Applicants successful in the written exercise will be invited to participate in a panel interview. Applicants who pass the selection process will be placed on an eligibility list. Additional screening may be conducted.

The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

**Conditional Offer of Employment:** An offer of employment will be conditioned upon the candidate's legal ability to work in the United States, and passing a medical examination which will include drug screening.

**Probationary Period:** The selected candidate will serve a probationary period of 12 months. If performance and/or conduct does not meet District standards, employee may be terminated without recourse during the probationary period.

**Questions?** Contact Human Resources Department at (559) 241-6206.

**Should you feel you need special accommodations during the examination process due to a qualifying disability, please contact the Human Resources Department in advance of the examinations at (559) 241-6206.**

### **Westlands Water District Employee Benefits**

- **Retirement Benefits:** Benefits are provided through CalPERS; 2% at 55 years. The District contributes toward the employee's vested 7% share. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- **Health Benefits:** Six (6) medical benefit plans offered through CalPERS. The District contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members.
- **Dental Insurance:** The District contributes 100% of the premium for the employee and the employee's eligible family members.
- **Vision Insurance:** The District contributes 100% of the premium for the employee, and the District and the employee share the premium for the employee's eligible family members.
- **Life Insurance:** The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- **Holidays:** Employees receive eleven (11) paid holidays.
- **Vacation and Medical Leave:** Vacation leave is accrued at the rate of 10 days/year, increasing to 15 days/year after 5 years of service, and 20 days/year after 15 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- **Disability Insurance:** The District covers 100% of the premium for the employee.
- **Employee Assistance Program:** Available to employees and their household members.

#### Optional District Benefits include:

- Additional Life Insurance
- Flexible Spending Plan
- Eligibility to join District's two sponsored credit unions: Golden One or State Center Credit Union

**NOTE:** You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement.

# EMPLOYMENT APPLICATION



**Westlands Water District**  
An Equal Opportunity/Affirmative Action Employer

3130 N. Fresno Street, P. O. Box 6056, Fresno, CA 93703  
Telephone (559) 241-6206 FAX (559) 241-6286

Human Resources Use Only		
Date Received:		
Ed. <input type="checkbox"/>	Exp. <input type="checkbox"/>	Lic. or
Eqv. <input type="checkbox"/>	Eqv. <input type="checkbox"/>	Cert <input type="checkbox"/>
MQ's: <input type="checkbox"/> Yes <input type="checkbox"/> No By:		
Comments:		

Please type or print in ink all required information. Incomplete, illegible or unsigned applications may be eliminated from consideration.

Position Applying for: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Number and Street Apt. No.  
City State Zip

Home Phone: \_\_\_\_\_

Work /Message Phone: \_\_\_\_\_

## GENERAL INFORMATION:

Would you accept temporary employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Having read the job announcement which lists examples of job duties for the position, are you able to perform these duties with or without accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you now or have you ever been employed by the District? If yes, list date(s) and position(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>	If hired, can you provide proof of the legal right to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related by blood or marriage to any person(s) presently employed by the District? If yes, list name(s) and relationship(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>	If hired, can you provide proof of possession of a valid California Drivers License? If yes, give license number.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been discharged from employment or been forced to resign? If yes, give details. Attach a separate sheet if necessary.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever worked, attended school, or been known by another name? If yes, list name(s) and date(s) used.	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have you ever been convicted of a felony? If yes, list offense, date, location and penalty. A conviction is not an automatic bar to employment.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## EDUCATION AND TRAINING:

	School Name and Address	Major	Units Completed	Degree/ Graduate
High School				
College				
Other (specify)				

**EMPLOYMENT HISTORY:** Starting with your most recent employer, list all jobs and activities including military service, part-time employment and self-employment for the past 10 years. Additional prior experience related to the position for which you are applying may also be listed. Attach additional sheets if necessary. **Resumes will not be accepted in lieu of completing this section of the application.**

May we contact your present employer?  Yes  No

<b>A</b>	FROM:		TO:		PRESENT OR LAST EMPLOYER:	ADDRESS:	<input type="checkbox"/> FULL TIME	SALARY:
	MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE, & TELEPHONE NUMBER:		<input type="checkbox"/> PART TIME	
JOB TITLE:								
DUTIES:								
<b>B</b>	FROM:		TO:		PREVIOUS EMPLOYER:	ADDRESS:	<input type="checkbox"/> FULL TIME	SALARY:
	MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE & TELEPHONE NUMBER:		<input type="checkbox"/> PART TIME	
JOB TITLE:								
DUTIES:								
<b>C</b>	FROM:		TO:		PREVIOUS EMPLOYER:	ADDRESS:	<input type="checkbox"/> FULL TIME	SALARY:
	MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE & TELEPHONE NUMBER:		<input type="checkbox"/> PART TIME	
JOB TITLE:								
DUTIES:								
<b>D</b>	FROM:		TO:		PREVIOUS EMPLOYER:	ADDRESS:	<input type="checkbox"/> FULL TIME	SALARY:
	MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE & TELEPHONE NUMBER:		<input type="checkbox"/> PART TIME	
JOB TITLE:								
DUTIES:								
<b>E</b>	FROM:		TO:		PREVIOUS EMPLOYER:	ADDRESS:	<input type="checkbox"/> FULL TIME	SALARY:
	MONTH	YEAR	MONTH	YEAR	SUPERVISOR'S NAME, TITLE & TELEPHONE NUMBER:		<input type="checkbox"/> PART TIME	
JOB TITLE:								
DUTIES:								

Please identify and explain all periods of unemployment in excess of one month during the past 10 years:

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Unemployment: \_\_\_\_\_

**READ THIS STATEMENT BEFORE SIGNING**

I hereby certify that the information supplied on this application is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or omission of information on this application may result in my failure to receive an offer of employment, or if I am hired, may result in discharge from employment. Unless otherwise noted, I agree that any of the statements I have made herein may be verified by the District, which verification may include contact with my former employers and educators.

If employed, I agree to observe all rules, regulations, policies, and procedures as they relate to Westlands Water District employees. I agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, at the discretion of myself or the District.

I understand that all offers of employment are conditioned on my ability to provide proof of my identity and legal ability to work in the United States, and on the satisfactory completion of a post-offer medical screening.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# WESTLANDS WATER DISTRICT

## APPLICANT QUESTIONNAIRE

Name: \_\_\_\_\_ Position applying for: \_\_\_\_\_

The following information is requested to assist in implementing the District's Affirmative Action and Equal Employment Opportunity policy. Submission of this information is strictly voluntary and is not required to apply for the position.

### Please check one:

How did you learn of this job opening?

- Newspaper Ad \_\_\_\_\_  
Name of Publication
- WWD Job Interest Card     WWD Employee
- Internet \_\_\_\_\_  
Name of Site
- Trade Publication \_\_\_\_\_  
Name of Publication
- Other - please describe \_\_\_\_\_

### Please check one:

- Male                       Female

### After reviewing the Notice of Job Opening for this position, please check one:

- I can perform the essential functions of the position **without** reasonable accommodations.
- I can perform the essential functions of the position **with** reasonable accommodations.

Please describe the type of assistance or accommodations needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the one category which best describes you:

- White** (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black** (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
- Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- \_\_\_\_\_

# **Westlands Water District**

# **Supplemental Application**

3130 N. Fresno St., P. O. Box 6056, Fresno, CA 93703 (559) 241-6206

## **ACCOUNTANT (General Accounting)**

Name \_\_\_\_\_

This Supplemental Application gives you the opportunity to provide the District with specific, detailed information about your experience and skills. Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals found to be most qualified will be invited to participate in the oral interview. Therefore, it is to your advantage to complete this portion of the application thoroughly and accurately.

### **INSTRUCTIONS:**

Completion of the Supplemental Application is required by the final filing date. **Applicants who do not submit a completed Supplemental Application may be eliminated from the selection process.**

Submit your answers to the questions on the following page on 8½" x 11" white paper. Type or write legibly. Limit your responses to no more than one page per question. Attach your answers to this completed cover sheet.

For each question, identify the employer(s) with whom you obtained your experience, and supply the name and telephone number of a supervisor or manager who can verify your experience.

A resume may be submitted with your application materials, but will not be accepted in place of the Employment Application and this Supplemental Application.

**Omitted information cannot be considered or assumed.**

I hereby certify that the information provided in this Supplemental Application is true and correct to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in my failure to receive an offer of employment, or if I am hired, may result in discharge from employment. I agree that any of the statements I have made herein may be verified by Westlands Water District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

1. Describe your experience in the following areas:
  - a. preparing and maintaining accounting ledgers, journals, and supporting records.
  - b. budgetary preparation, including document preparation and expenditure coding.
  - c. researching, compiling data, and preparing detailed financial reports and statements.
  - d. preparing feasibility studies and Federal and State reports.
  - e. analyzing, developing, or modifying manual and/or automated accounting systems.
  - f. preparing and/or auditing reconciliation of financial records.
2. Identify any accounting and other software you are proficient in using.
3. Describe how your organizational skills have helped you in project management, teamwork, and interaction with others.