



# ACCOUNTANT / SENIOR ACCOUNTANT



The Fairfield-Suisun Sewer District is recruiting to fill a position at the Accountant I, Accountant II, or Senior Accountant level. This position will work within the finance department and will report to the Director of Administrative Services. Depending on assignments, the position may be responsible for a variety accounting, auditing, and fiscal work in the areas of general accounting, payroll, billing, contract administration, budget, and year end close. If the position is filled at the Senior Accountant level, this position will be responsible for supervising lower level staff in fiscal and/or office administration. Details regarding the different positions and requirements are outlined on page two.

Working with the district you will get to work with a fun and supportive team. Benefits of working for the District are outlined on page three; including medical, dental, vision, life, CalPERS retirement, deferred compensation, and leave including vacation, sick, holiday, and personal leave.

To learn more about the district, check out the FSSD video library at:  
[Video Gallery - FSSD.](#)

## HOW TO APPLY

Please visit the District website [HERE](#) to submit an application, print a fillable PDF, or email your resume, cover letter, and any other relevant information to [careers@fssd.com](mailto:careers@fssd.com).

Recruitment is scheduled to close on August 20, 2021. Applicants are encouraged to apply as soon as possible.

Questions? Reach out to Kimberly Young at [kyoung@fssd.com](mailto:kyoung@fssd.com) or  
(707) 428-9162

## **ACCOUNTANT I (\$44.40-\$55.50 PER HOUR)**

The Accountant I is a journey level class in which the incumbent is expected to learn the full scope of complex accounting duties in support of the District's financial and contracts functions. Incumbents are expected to work under moderate oversight and direction to exercise judgment and initiative in the processing of accounting functions. This is a professional level position responsible for a variety of journey-level accounting functions related to accounting, auditing, and fiscal work in the maintenance, preparation, and analysis of routine and complex fiscal records. Areas of responsibility include, but are not limited to, general accounting, payroll, billing, and contract administration.

### **REQUIREMENTS**

Education and/or Experience:

Any combination of education and experience that provides the skills, knowledge and abilities required for this position. A typical way of obtaining the required qualifications is to possess a bachelor's degree in accounting, finance or related field and two years of experience in professional level accounting work, which includes general ledger, accounts payable, accounts receivable and payroll work. Public sector experience is preferred.

## **ACCOUNTANT II (\$50.14-\$62.70 PER HOUR)**

The Accountant II is an advanced-journey level class in which the incumbent is expected to perform the full scope of complex accounting duties in support of the District's financial and contracts functions with minimal oversight. Incumbents are expected to work independently and exercise judgment and initiative. This is a professional level position responsible for a variety of journey-level accounting functions related to accounting, auditing, and fiscal work in the maintenance, preparation, and analysis of routine and complex fiscal records. Areas of responsibility include, but are not limited to, general accounting, payroll, billing, and contract administration.

### **REQUIREMENTS**

Education and/or Experience:

Any combination of education and experience that provides the skills, knowledge and abilities required for this position. A typical way of obtaining the required qualifications is to possess a bachelor's degree in accounting, finance or related field and four years of experience in professional level accounting work, which includes general ledger, accounts payable, accounts receivable and payroll work. Public sector experience is preferred.

## **SENIOR ACCOUNTANT (\$57.68-\$72.09 PER HOUR)**

The Senior Accountant performs a variety of complex professional work related to finance and office administration functions for the District. The areas of responsibility include accounting, auditing, investing and other related fiscal work as well as office administration. The Senior Accountant is a supervisory level position requiring a higher level of experience and professional knowledge providing supervisory leadership to lower-level positions.

### **REQUIREMENTS**

Education and/or Experience:

Any combination of education and experience that provides the skills, knowledge and abilities required for this position. A typical way of obtaining the required qualifications is to possess a bachelor's degree in accounting, finance or related field including courses in advanced accounting, auditing and cost accounting and five years of professional level accounting work, which includes general ledger, accounts payable, accounts receivable and/or payroll work including at least one (1) year of experience supervising accounting and/or office staff. Public sector experience is preferred.

License/Certificate:

Registration as a Certified Public Accountant in California or a master's degree in a related field is preferred.



## FAIRFIELD-SUISUN SEWER DISTRICT

The District has a purpose, vision, mission, and core values that we strive towards every day our employees show up for work.

### Purpose:

Fairfield-Suisun Sewer District protects public health and the environment for the communities we serve in an efficient, responsible and sustainable manner.

### Vision:

Our vision is to be a recognized leader in our industry.

### Mission:

We achieve our purpose by excelling individually and organizationally.

### Core Values:

As we strive to realize our vision of the future, all our actions and efforts will be guided by a certain set of values. These core values are our pledge to each other and to the community as to how we will conduct business.

- Global Thinking: We strive to consider the broadest consequences of our actions.
- Positive Working Relationships: We value strong working relationships—both internally and externally.
- Proactivity: We are future driven. We anticipate challenges and prepare for them.
- Honesty and Integrity: We practice honesty and integrity in all that we do.
- Creativity: We value innovation, and look for new and unique ways to conduct business.
- Ownership: Each of us is responsible for the District's success.
- Fun: We appreciate the importance of fun in a productive workplace.
- Solution Driven: Finding solutions is just as important as identifying problems. When we see a problem we provide a solution.
- Fiscally Prudent: We take our fiduciary responsibility seriously. Our decision process balances cost and results.
- Quality: We take pride in our work and strive for excellence.

Visit our website at [www.FSSD.com](http://www.FSSD.com)

## BENEFITS

- Eligible the first day of the first month after date of hire, medical coverage is offered through PERS Health Benefits Plan. District's contribution toward health benefits is equal the cost of family coverage for PERS Kaiser HMO plan.
- Dental and vision insurances for the employee and eligible dependents are paid 100% by the District.
- Life insurance is provided by the District at 1.5 times the annual base salary with a \$270,000 maximum.
- The District participates in CalPERS retirement (2% @ 62 for new members) and contributes to Social Security.
- The District offers deferred compensation plans through a 457 plan and 401(a) plan (for exempt employees). For Exempt employees who participate in the 401(a) plan, the District will contribute 9% with a 6% mandatory employee contribution.
- The District has no specified holidays. Employees may accrue up to 100 hours of holiday time which may be used with supervisor approval.
- Vacation is accrued at 80 hours (3.08 hours/pay period) for the first 3 years and employees are eligible to use vacation as it is accrued.
- Sick leave accrues at 96 hours (3.69 hours/pay period) per year. The District participates in a sick leave incentive program and sick leave death benefit.
- Personal leave for exempt employees accrues at 6.71 hours per pay period for a total annual accrual of 174.46 hours. Employees are eligible to use personal leave as it is accrued.
- The District offers a short-term disability plan and employees are exempt from participating in the State Disability Insurance (SDI).
- The District offers a long-term disability plan.
- The District offers a cell phone allowance of \$30 per pay month.
- Retiree Health Benefits are provided to employees at least 50 years old with a minimum of 5-years CalPERS-credited service with the district and a total of 10 years CalPERS-credited service to be eligible for 50% premium contribution up to 20 years service credit to be eligible for 100% premium contribution (based on a years of service percentage contribution table).

To review the benefits for this position, please visit:

<https://www.fssd.com/working-with-us/>

# BENEFITS

