



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

**ADMINISTRATIVE
ANALYST/ACCOUNTANT**

Position Profile

APPLICATIONS DUE JANUARY 31, 2025

Our Mission

As one of California's first sustainable groundwater replenishment agencies, the District proactively recharges water, improving supply for the benefit of water users, local businesses, and native flora and fauna in a financially responsible way.

The District leverages our unparalleled expertise as stewards of the water and land, responsibly innovating in water and habitat conservation, harmonizing and enhancing working landscapes, and enriching open space as a community asset.

1630 West Redlands Blvd. Suite A
Redlands, California 92373

(909) 793-2503

www.sbvwd.org



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ADMINISTRATIVE ANALYST/ACCOUNTANT

At San Bernardino Valley Water Conservation District, we value diverse backgrounds and experiences. If you're passionate about this role but don't meet every requirement, we encourage you to apply. We believe that skills, potential, and attitude can be just as important as experience.

Administrative Analyst/Accountant

Meets all Skills, Abilities, License Requirements, Education and Training, and Special Requirements. Initially may have moderate Knowledge and Experience. Success in this role will include increasing knowledge and experience through training and on-the-job experience in order to master all elements of the position.

Salary Range: \$81,094 to \$107,045

POSITION OVERVIEW

Under direction of the Senior Administrative Analyst, provides financial, administrative, and work-flow support for District projects and programs, including annual budget development, annual audit preparation, monthly and quarterly unaudited financial reporting, accounts payable, accounts receivable, payroll, administrative support to the General Manager, and property management.

Supervision

Receives direct supervision from the Senior Administrative Analyst. Exercises no direct supervision of staff.

Position Type and Expected Hours of Work

- Full-Time, Hourly
- Work schedule is Monday – Friday, from 8:00 a.m. to 5:00 p.m.
- In-person attendance for the first six months of employment is required; with up to two days of remote work thereafter pending supervisor approval

DESIRED QUALIFICATIONS

Skills

- Collaborative, team-based approach founded in strong interpersonal skills, kindness, and a positive attitude.
- Excellent communication and customer service skills.
- Superb math, technical, problem-solving, and organizational skills.
- Exceptional time management skills, including the ability to plan and schedule work in advance of deadlines, such as Board and Committee meetings, to deliver products on time.
- Detail-oriented with a passion for accuracy.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Strong methods for record keeping, writing, and report preparation.

Abilities

- Complete complex and precise accounting, financial, and analytical tasks accurately and in a timely manner under the direction of the Senior Administrative Analyst.
- Research, analyze, summarize, and present administrative, financial, and technical data effectively to support informed decision-making.
- Prepare and review financial documents, reports, and recommendations.
- Perform accurate arithmetic, financial, and statistical computations.
- Complete administrative support tasks with precision and attention to detail.
- Organize and prioritize projects and multiple tasks efficiently; manage deadlines and adapt to changing priorities under guidance.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulations, ordinances, reporting requirements, and District policies and procedures relevant to assigned areas.
- Make sound, independent decisions within established policy and procedural guidelines.
- Communicate clearly and effectively in English, both in writing and verbally, with internal and external stakeholders.
- Handle and process confidential information with discretion and professionalism.
- Establish, maintain, and foster positive, effective, and harmonious working relationships with District and other officials, colleagues, community groups, consultants, and the public.

- Effectively use computer systems, specialized software applications, and modern business equipment to perform a variety of work tasks.
- Operate and troubleshoot standard office software and equipment systems (copier, printers, computers), including Board room audio-video equipment.

Knowledge and Experience

- Prepare annual operating and CIP budgets under the direction of the Senior Administrative Analyst.
- Prepare annual audit in coordination with external audit consultant under the direction of the Senior Administrative Analyst.
- Prepare and present monthly and quarterly unaudited financial reports to the Finance and Administration Committee and/or Board of Directors.
- Manage accounts payable and accounts receivable.
- Purchase products and services in compliance with the District's Procurement Policy under direction of the Senior Administrative Analyst.
- Support contract administration and tracking.
- Project management principles to successfully complete assigned tasks and support cross-functional teams.
- Writing and formatting business memos, letters, reports, etc. according to professional standards.
- Knowledge of laws and procedures relating to the Governmental Accounting Standards Board and generally accepted accounting principles.
- Develop knowledge of District policies, procedures, and related legal requirements and general knowledge of Board governance and ethics, and local government regulations.
- Expertise in QuickBooks, Excel, Word, PowerPoint, Outlook, Teams, Adobe Acrobat, SharePoint, payroll software such as Paychex, and other current administrative and financial software programs.
- Safe driving principles and practices.

Education and Training

- Bachelor's or Master's degree or equivalent from an accredited college or university with major coursework in finance, business administration, public administration, or a related

field is strongly preferred. Candidates with extensive relevant experience who do not meet the educational requirement may apply.

- Four years of increasingly responsible financial analyst experience.

License Requirements

- Possession of a valid California Driver's License to be maintained throughout employment.

Special Requirements

Essential duties require the following physical skills and work environment:

- See in the normal visual range with or without correction.
- Hear in the normal audio range with or without correction.
- Lift up to 25 pounds to eye level.
- Ability to work in a standard office environment.

EXAMPLES OF ESSENTIAL DUTIES

- Provides significant support during preparation of the annual operating and capital budgets, including estimating revenues and expenditures, assisting in budget approval discussions with the Board of Directors, and monitoring expenditures to ensure compliance with budgeted amounts with following adoption.
- Assists with the preparation of the District's annual audit in coordination with the external audit consultant.
- Prepares monthly, quarterly, and annual financial statements, as well as periodic and special financial reports, for operational use and presentation to the Board of Directors.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Performs technical accounts receivable and accounts payable duties, including posting, balancing, adjusting, and maintaining accounting and financial records according to established policies and procedures.
- Maintains and updates Internal Revenue Service (IRS) W-9 information of vendors for IRS 1099 year-end tax reporting and processing; prepares, verifies, and mails out 1099 forms; follows-up with IRS on notices to withhold taxes and related notifications.
- Performs financial and budget-related tasks for grant applications and awards.
- Performs property management activities involved in the management, maintenance, and acquisition of District properties and related rental, lease, and land use programs.
- Tracks contracts to ensure compliance with approved budgets, insurance requirements, and work products.

- Responds to public record requests in compliance with the Public Records Act.
- Prepares agendas and staff reports, prepares and distributes agenda packets, attends Board and Committee meetings, and prepares minutes as needed.
- Composes, types, formats, and edits a variety of documents including correspondence, forms, memos, reports, and PowerPoint presentations for the General Manager and other staff; proofreads materials for accuracy, completeness, format, and English usage, including grammar, punctuation, and spelling.
- Updates and posts files to website.
- Liaisons with information technology, security, and website vendors/contractors to provide necessary services and address issues.
- Provides administrative support to the General Manager and the Board of Directors including travel arrangements, expense reimbursement, and correspondence needs.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of District policies and procedures; listens to questions and explains procedures according to existing guidelines; refers visitors to the appropriate department source as appropriate.
- Monitors and orders office, field, and other related supplies.
- Run A/V equipment, PowerPoint presentations, Zoom/Teams, and recordings during public meetings.
- Performs related duties as assigned.

COMPENSATION AND BENEFITS

SBVWCD provides the following benefits for employees:

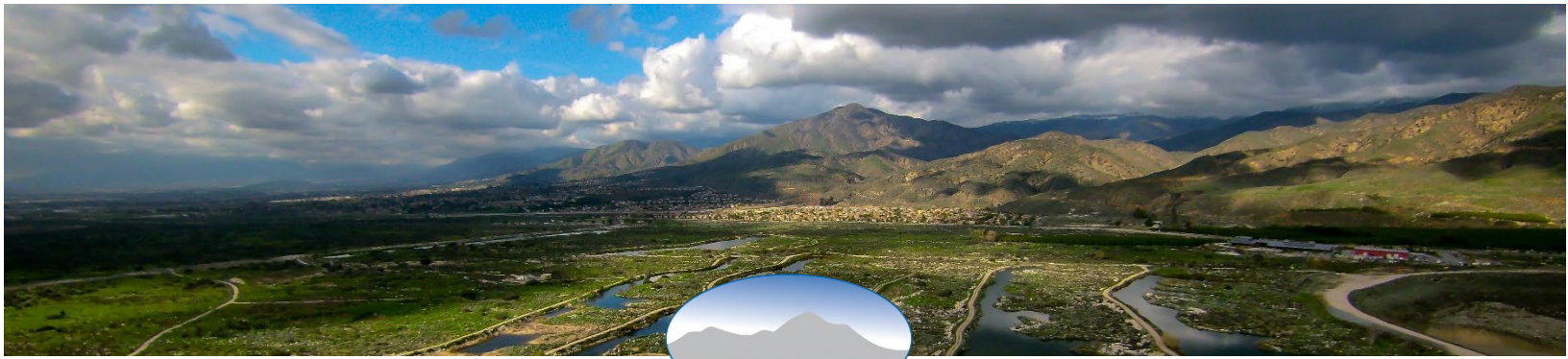
- Sick and vacation pay
- 12 paid annual holidays
- 100% of employee health benefit contributions
- 75% of family health benefit contributions
- Vision and dental benefits with minimum employee contributions
- \$20,000 insurance benefit for family building through Progeny
- 9/80 work schedule
- 1-2 remote workdays/week
- Annual COLA
- [CalPERS](#) retirement package
 - [PEPRA](#) for new employees
 - 2.5% at 55 years of age for “classic plan” members

- Retiree healthcare for former employee and spouse from 60 years of age until both qualify for Medicare following a minimum of five years of District service and retirement after the age of 60
- Educational Assistance for education related to job duties
 - Reimbursement of educational expenses up to \$2,500 per calendar year for full-time employees
- Work at SBVWCD counts toward the Public Service Loan Forgiveness (PSLF) [program](#)

HOW TO APPLY

To apply for this position:

1. Send a cover letter, your resume, application, and three references to Allison Zecher at azecher@sbvwcd.org by **January 31, 2025**.
2. For more information, contact Allison Zecher at azecher@sbvwcd.org.



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ABOUT US

For nearly a century, the San Bernardino Valley Water Conservation District has stewarded the San Bernardino Valley water basin and the native species of the Upper Santa Ana River Wash. Its collaborative approach to project management assures high-quality local water supplies for people, agriculture, and the environment. This includes groundwater recharge and oversight, and protection of habitat and native species in the Wash.

SBVWCD VALUES

- **We embody integrity** through fiscal responsibility in public service by holding ourselves accountable to our partners and community at large.
- **We continue to build our community** of employees, partners, businesses, and neighbors who drive our mission. Our success depends on responsive collaboration and transparent communication.
- **We are stewards of the water, land, and environment** and are committed to sustainable practices that will ensure a resilient future.
- **We are ethical** and respect both people and the environment to serve our community's diverse values.
- **We balance innovation and time-tested pragmatism** to advance professional excellence, continually improving to meet the evolving priorities of today and a changing world tomorrow.
- **We are resilient.** We adapt to address future climate impacts and ensure the District's next 100 years with our continued humble, flexible, and curious approach to water and the natural world.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

1630 West Redlands Blvd., Suite A
Redlands, CA 92373

Phone: (909) 793-2503
Fax: (909) 793-0188

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Please print – use ink or typewriter.

Position applied for _____

Name _____ Date _____

Address _____
street city state zip

Telephone number _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you seen a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? Yes No

EDUCATION	NAME & LOCATION OF SCHOOL	MAJOR	DIPLOMA/ DEGREE
High School			
College/University			
College/University			
Other training/Education			

In addition to work history, what other experiences, skills or qualifications especially suit you for this position with our district?

WORK HISTORY

May we contact your present employer? Yes No

Most Recent Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor	Reason for Leaving	
Description of Duties:		
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor	Reason for Leaving	
Description of Duties:		
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor	Reason for Leaving	
Description of Duties:		

Is there any information relative to name change, assumed name, or nickname necessary for verification of work and education record? Yes No

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify the facts I provided in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the San Bernardino Valley Water Conservation District to make an investigation of any of the facts that are set forth in this application.

I am also aware that employment with the San Bernardino Valley Water Conservation District is "at will", which means that the employment relationship may be terminated at any time, with or without prior notice, and for any reason not prohibited by statute. I understand that no supervisor or manager of the district has any authority to alter the "at will" employment status.

I am aware that district policy requires that successful job applicants pass a job-related physical which includes a drug screening test prior to beginning employment.

Date _____ Applicant's Signature _____