



**MOUNTAIN HOUSE ACCOUNTANT I**  
**Salary - \$28.93 - \$35.16 Hourly**  
**\$5,014 - \$6,094 Monthly**

**FILING PERIOD: January 13, 2021 through February 5, 2021 at 5:00 PM**

**DEFINITION**

Under general supervision, performs routine professional accounting work, verifies fiscal records and reports, prepares analytical, narrative, statistical, and accounting reports; and does related or other work as required.

**CLASS CHARACTERISTICS**

This is the entry level class in the Accountant series. At this level, incumbents are assigned routine professional accounting work that is limited in scope, functions with slightly less program knowledge or skill, and exercises less independent discretion and judgment in matters related to work procedures and methods than an Accountant II. This class differs from the Accountant II level in that incumbents of the latter class perform complex accounting work, exercise more independent judgment, and may provide training and/or direct the work of incumbents in this class.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent of three (3) years of experience as an Accounting Technician II or an equivalent position **or** graduation from an accredited four-year college or university with major coursework in accounting, finance, economics, business or public administration, or a closely related field, including at least twelve semester units in accounting with two (2) years of professional accounting experience, preferably in the public sector.

**License:**

Possession of a valid California driver's license if required by the nature of the assignment.

**Knowledge of:** Accounting theory, principles, and practices, and their application to a variety of accounting transactions; Modern office procedures, practices, and equipment including computers and applicable software applications such as spreadsheets, databases, and electronic data processing systems; Auditing theory, principles, and practices.

**Ability to:** Analyze and evaluate routine accounting and auditing problems; Gather pertinent accounting and related data in the preparation of reports and statements; Assist in or independently prepare routine financial and statistical reports; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Adapt to changing technologies and learn the functionality of new equipment and systems; Learn, interpret, and apply pertinent federal, state, and local laws, codes, ordinances, and regulations; Establish and maintain effective working relationships with others, including District officials and other employees; Communicate effectively with others, both orally and in writing.

**Physical and Mental Requirements:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**BENEFITS:**

**Health Insurance:** The Mountain House Community Services District provides employees with a choice of three health plans. Employees pay a portion of the cost of the premium. Dependent coverage is also available.

**Dental/Vision Insurance:** The Mountain House Community Services District provides coverage for employee only; dependent coverage is available at the employee's expense.

**Retirement Plan:** Employees of the Mountain House Community Services District are covered by the County Retirement Law of 1937. Please visit the San Joaquin County Employees' Retirement Association (SJCERA) at [www.sjcera.org](http://www.sjcera.org) for more information. NOTE: If you are receiving a retirement allowance from another California county covered by the County Employees' Retirement Act of 1937 or from any governmental agency covered by the California Public Employees' Retirement System (PERS), it may be reciprocal but you are advised to contact the Retirement Officer of the Retirement Plan from which you retired to determine what effect employment in San Joaquin County would have on your retirement allowance.

**Vacation:** Maximum earned vacation is 80 hours each year up to 3 years; 120 hours each year after 3 years of service; 160 hours each year after 10 years of service; 184 hours each year after 20 years of service.

**Holidays:** 14 paid holidays per year.

**Sick Leave:** Approximately 96 hours annually with unlimited accumulation.

**Apply by mail or email:**  
Mountain House Community Services District  
251 East Main Street  
Mountain House, CA 95391  
**Email to: [nadamo@sjgov.org](mailto:nadamo@sjgov.org)**

**Office hours:**

Our office is currently closed to the public. Please apply by mail or email. Phone: (209)831-2300

When a final filing date is indicated, applications must be filed with the Mountain House Community Services District before **5:00 p.m.** or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. **(The Mountain House Community Services District assumes no responsibility for mailed applications which are not received by the final filing date).**

*Mountain House Community Services District is an Equal Employment Opportunity (EEO) Employer*