



**VENTURA
PORT DISTRICT**

Established 1952

April 11, 2019

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Accountant I. The Accountant I position is a member of the District's Administration Team.

If you are interested in this position, please return the attached application by Friday, May 3, 2019 by 5:00PM by email to jrauch@venturaharbor.com or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a résumé and a few supporting documents, such as certificates, letters of recommendations, etc.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A Job Description for this position is attached. The salary range is \$4,221 - \$5,909 per month. Placement within the salary range may be dependent on factors such as experience, education, and training.

I wish you luck in the process and look forward to receiving your information.

Sincerely,

Brian Perdleton
Deputy General Manager

Attachments: Employment Application
Custodian Job Description

1603 Anchors Way Drive Ventura, CA 93001

Tel: (805) 642-8538 / Fax: (805) 658-2249

www.venturaharbor.com



APPLICATION FOR EMPLOYMENT

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA

Full Name:

Address:

Phone:

Cell:

E-mail:

Position Applying For:

Date Available to Start:

Salary Requirements:

How were you referred to us?

If you are under 18 years of age, can you provide a work permit? If no, please explain:

Have you ever worked for this company? If yes, when?

Are you legally allowed to work in the U.S.?

Are you or your spouse related to any other employee of this organization? If yes, who?

Type of employment desired:

Full-Time Part-Time Temporary Seasonal

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	

JOB TITLE: ACCOUNTANT I

FLSA: Hourly—Non-Exempt

JOB SCOPE:

Under general supervision, receives training to perform and assist with professional accounting duties; compliance review; budgeting; grant accounting; financial analysis/reporting in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards; and performs related duties including bookkeeping, payroll and human resources.

This position is an entry-level classification in professional accounting. After two years of experience as an Accountant I, personnel in this position would be eligible to move up to the Accountant II position at the discretion of the Accounting Manager. The Accountant II position is differentiated by years of experience, independence exercised, and complexity of assignments handled.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

Accounting, Reporting and Bookkeeping

- Participates in the maintenance and analysis of all general ledger accounts and account sub-systems such as accounts payable, accounts receivable, payroll, fixed assets, and revenues.
- Participates in the budget preparation process; prepare budget worksheets for revenues, payroll and administrative expenses.
- Participates in the preparation of financial statements, schedules, and other statistical and financial reports.
- Participates in fund analysis by reviewing assigned general ledger accounts; makes adjustments, corrects errors and/or contacts other departments regarding issues.
- Interpret grant award agreements and monitors for compliance. Maintains support and expenditure documentation.
- Participates in the processing of accounts receivables, tenant accounts, posting of charges, payments, adjustments, billing, and reconciling of accounts; sets up new tenants, interpret and implement lease accounting and maintain tenant information.
- Participates in the processing of accounts payable, including verifying properly classified expenditures, posting invoices, and processing payments to vendors.

Managing Employee Benefits and Payroll Processing

- Maintains employee records and files directly related to salaries, payroll processing and workers compensation claims.
- Process workers' compensation claims and maintain updated employee claim packets.

- Maintain and update status of workers' compensation claims; monitor and update employee return to work status, including limitations; coordinate with employee supervisors and General Manager.
- Provide administrative assistance on various employee benefit programs; answer employee questions and assist them in filing claims for benefits; interact with benefit plan providers to resolve coverage and claims issues on behalf of the employees; coordinate open enrollment activities.
- Prepare and file quarterly and annual payroll tax returns.
Participates in the processing of CalPERS payroll reporting; maintain employee CalPERS memberships.
- Process payroll time sheets; audits and reconciles payroll time sheets; processes payroll checks, deductions and taxes; maintains and monitors holiday, vacation, sick and special compensation ledgers; gathers and compiles information; which will effect employee payroll checks, including changes in salary, promotions, address changes and tax dependent changes.

ADDITIONAL JOB DUTIES:

- Assists customers, departments, and employees by providing fiscal information and answering questions.
- Performs a variety of general clerical duties, including answering the telephone, typing, maintaining files and records, copying, and processing the mail as needed.
- Receives and responds to complaints and questions from the general public relating to assigned area of responsibility, reviews problems and recommends corrective actions; prepare summary reports as required.
- Performs other related work as required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Generally accepted accounting and auditing principles.
- Internal auditing principles and procedures related to accounts payable, accounts receivable, payroll and cash management.
- Advanced bookkeeping practices, including general ledger and fund accounting; double entry and accrual accounting.
- Basic principles of computerized accounting systems.
- Modern office procedures, practices, methods and equipment.

ABILITY TO:

- Analyze accounting procedures.
- Prepare a variety of budgets, financial statements, reports and analyzes.
- Reconcile financial documents and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.

SKILL TO:

- Operate an office computer and a variety of word processing, spreadsheet, and software applications, including payroll and other financial systems.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- A combination of education, training and experience equivalent to a bachelor's degree in accounting, or business administration with emphasis in accounting, and at least one year of professional accounting experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works primarily in an indoor office environment, but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.