



ENCINA
WASTEWATER
AUTHORITY

Join our team as an

Accounting Technician I/II

(Depending on Qualifications)

\$61,343 - \$93,288 ANNUALLY



ABOUT US WHO WE ARE

The Encina Wastewater Authority (Encina) is a public joint powers authority located in North San Diego County. Founded in 1961, Encina provides regulated and wastewater treatment services to approximately 380,000 residents and industrial users in a 123-square mile service area. Encina accomplishes this through the operation, maintenance, and administration of the Encina Water Pollution Control Facility (EWPCF) on behalf of its six (6) Member Agencies: The City of Carlsbad, The City of Vista, Buena Sanitation District, Vallecitos Water District, The City of Encinitas, and Leucadia Wastewater District.

Encina is a model of excellence and innovation. Encina has received over 40 awards for organizational excellence and innovation over the past decade. This reflects the competence of Encina's highly qualified, trained, and certified workforce.

Encina has long been a leader in the wastewater industry while still remaining within the industry standards for cost of service. Encina was one of the first in the nation to adopt a cogeneration model back in the 1980's, one of the first in the state and nation to adopt a heat dryer model, and one of the first in the nation to use beer waste as a power generation source in 2017. Because of Encina's unique approach within the industry, it provides exceptional value for its member agencies and ratepayers.

OUR CORE VALUES

We are guided in our daily decision making by these core values:



Safety



Teamwork



Integrity



Responsibility



Respect



WE STRIVE TO BE AN EMPLOYER OF CHOICE

We are committed to excellence, and our employees demonstrate this by delivering high standards of performance.

"Together, we are a model of excellence and innovation" isn't just a tagline at Encina - it's the commitment we've made to each other and to the communities we serve. We strive to honor our core values of safety, teamwork, integrity, responsibility, and respect to ensure a positive, collaborative, and supportive work environment for all employees.



THE FINANCE TEAM

THE TALENT BEHIND OUR SERVICES



The Finance Department includes six positions and consists of accounting, budgeting, purchasing/contracting, and warehouse activities. As a support focused department, it is responsible for appropriately accounting for all financial activity including: the preparation of the annual budget, oversight and management of the budget, the Comprehensive Annual Financial Report and other financial reports, maintaining the general fixed asset inventory, paying obligations of the organization, preparing analyses, supporting the organization and its member agencies with specialized services, and other activities normally associated with a finance department.



THE POSITION

OUR IDEAL CANDIDATE

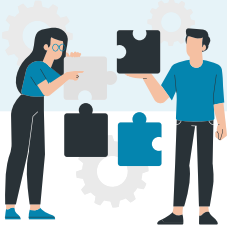
Encina is recruiting for an Accounting Technician who has a strong organizational system, possesses proficient problem-solving skills, believes deeply in the value of public service, and finds meaning in creating positive change. The most successful candidate will also have a genuine sense of character with uncompromising ethics and values, be a cooperative, collaborative, and supportive team player, and have an empathetic customer service approach with the organization.

This position works under the administrative direction of the Accounting Supervisor to perform accounting and internal financial control duties associated with payroll, accounts payable, accounts receivable, and financial reporting.

In the first six months, the new Accounting Technician will also help with year-end activities and annual audits. They will be encouraged to participate in a collaborative business partner approach to Finance customer service and have the opportunity to help design business intelligence solutions for common notification, reporting, and analysis needs.

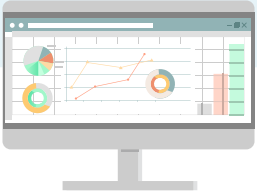
For a more extensive list of duties, please see the job description on Encina's website.

THIS MIGHT BE THE JOB FOR YOU IF...



You find fulfillment in helping others.

The world's full of challenges and, as far as you're concerned, it's a little bit easier with help. Your leadership and mentoring help people do amazing things.



You know which is cooler: numbers or Excel.

You say 'Trick question. They're both cool!' and the world gets a little brighter.



You communicate clearly.

You're well-written and well spoken. You can explain just about anything to just about anyone.



You enjoy solving problems.

Sustainability. Resiliency. Intergenerational equity. Public and environmental health. World peace! Your creativity shines when helping solve complex issues.



You think on your feet.

When opportunity knocks, you open the door and chat. And when the world changes, chances are, you helped make it happen.



You take initiative.

You take pride in being at the head of the volunteer line because you want to make a difference. You will make your time with us impactful.

Our ideal candidate will approach work with humility, heart, be a bridge builder, focus on "we" and support the department's vision to ensure exceptional services are delivered to the community. They will value relationships and truly care about helping those we serve.

BENEFITS

WHAT'S IN IT FOR YOU?

Purpose: Help protect public and environmental health for generations to come.

Salary Increases: All classifications will receive a 5% salary adjustment in fiscal year 2025-26. Employees may also be eligible for annual merit increases up to 5%.

Retirement: Encina participates in the California Public Employees' Retirement System (CalPERS). Classic PERS members have a 2.7% @ 55 formula. New CalPERS Members participate in the 2% @ 62 formula. Encina participates in Medicare but does not participate in Social Security.

Health Benefits: Encina participates in PERS Health and maintains an IRS Section 125-compliant Cafeteria Plan. For calendar years 2024 and 2025, employees receive 90% of the sum of the average cost of premiums for all medical plans offered by Encina. This average is calculated for each dependent category. Opt-out payments are also an option.

Leave Benefits: Vacation is accrued in accordance with tenure ranging from 80 hours per year to 160 hours per year. Encina also provides 10 fixed holidays plus 2 Benefit Days (16 hours) per fiscal year. This position will be eligible to purchase up to 40 hours of non-exempt leave each calendar year. Employees accrue 96 hours of sick leave per year.

Deferred Compensation: Encina offers an optional 457 deferred compensation plan. Encina will match contributions up to 4% of the employee's annual base salary, up to Social Security annual salary contribution maximum.

Life Insurance: Encina provides a life insurance policy in the amount equal to 1 times an employee's annual salary up to a maximum of \$500,000.

Tuition Reimbursement: Encina will provide tuition reimbursement up to \$4000 per fiscal year for approved courses. Employees also have the option to participate in an Accelerated Courses Program.

MINIMUM QUALIFICATIONS

The following are minimum qualifications required for the Accounting Technician I/II:

Education and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- **Level I:** Equivalent to the completion of the 12th grade supplemented by two years of college-level coursework from an accredited educational institution in accounting, finance, or a related field. Two (2) years of municipal or closely related accounting experience.
- **Level II:** Graduation from an accredited four-year college or university with a Bachelor's Degree in accounting or related discipline. Three (3) years of municipal or closely related accounting experience.

License: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

HOW TO APPLY

A completed application is required. A resume, and cover letter are strongly encouraged. All materials must be submitted through Encina's online application process powered by NeoGov and Governmentjobs.com in order to be considered for the position. Encina will not accept incomplete applications. A resume does not take the place of a fully completed application.

This position is open until filled.
**1ST REVIEW OF APPLICATIONS WEEK
OF DECEMBER 16**

Visit www.encinajpa.com/jobs for more information and to apply.