

# MIDWAY CITY SANITARY DISTRICT

## EMPLOYMENT APPLICATION

### AN EQUAL OPPORTUNITY EMPLOYER

The District does not discriminate in employment on the basis of race, color, religion, national origin, ancestry, age, sex (including pregnancy), physical or mental disability, marital status, military status, unfavorable discharge from military service, protective order status, sexual orientation, citizenship status, arrest record, expunged or sealed convictions, or any other basis protected by applicable state or federal laws.

**NOTE: THE DISTRICT USES THE FEDERAL E-VERIFY SYSTEM**

<b>PLEASE PRINT</b>			
<i>Date</i>	<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>
<i>Present Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Permanent Street Address (if different from present address)</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
( )	( )	<i>Email (optional)</i>	<i>Driver's License (if job involves driving)</i>

<b>EMPLOYMENT DESIRED</b>	
Position applying for:	_____
Date available for work:	_____
Applying for:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

<b>PERSONAL INFORMATION</b>	
Have you ever applied to or worked for the District before?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when? _____	
How were you referred to the District? _____	
Do you have a commercial driver's license? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is your medical card up to date?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you have an air break endorsement? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives working for the District? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state name(s) and relationship: _____	
Name _____	Relationship _____
Name _____	Relationship _____
Why are you applying for work at the District? _____	
If hired, would you have a reliable means of transportation to and from work?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in this country?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g. H-1B visa)? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any restrictions or obligations which would prevent you from working overtime?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any reasons that may affect your ability to work consistently, or could cause absenteeism, lateness, or early departure from the job during your employment? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?.....  Yes  No

If no, describe the functions that cannot be performed. \_\_\_\_\_

*(Note: We comply with the Americans With Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Please inform the District's personnel representative if you need assistance in completing any application-related documents, or in otherwise participating in the application process. Employment may be subject to passing a medical examination, and to skill and agility tests.)*

During the past seven years, have you ever been discharged, suspended, or asked to resign from any position?  Yes  No

If yes, please explain. \_\_\_\_\_

To assist us in verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?  Yes  No

If yes, specify name and school/employer: \_\_\_\_\_

Have you ever been a defendant in a civil action for an intentional tort? If yes, please include the nature of the intentional tort and the disposition of the action: \_\_\_\_\_

**EDUCATION, TRAINING AND EXPERIENCE**

School	School Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
<b>High School (or G.E.D. equivalent)</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
<b>College/ University</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
<b>Vocational/ Business or Trade School</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
<b>Other (including military training)</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			

**EMPLOYMENT HISTORY** (Note: Attach additional page(s) if necessary)

List below all present and past employment starting with your most recent employer, including U.S. Military Service (last seven years is sufficient). Account for all periods of unemployment. You may include as part of your employment history any verified work performed on a volunteer basis. You must complete this section even if attaching a resume.

( )	
Name of Employer	Telephone No.
Type of Business	Your Supervisor's Name
Address & Street	City State Zip
<b>Dates of Employment:</b>	Reason for Leaving
From To	

Your Position and Duties  
 May we contact this employer for a reference? .....  Yes  No

( )	
Name of Employer	Telephone No.
Type of Business	Your Supervisor's Name
Address & Street	City State Zip
<b>Dates of Employment:</b>	Reason for Leaving
From To	

Your Position and Duties  
 May we contact this employer for a reference? .....  Yes  No

( )	
Name of Employer	Telephone No.
Type of Business	Your Supervisor's Name
Address & Street	City State Zip
<b>Dates of Employment:</b>	Reason for Leaving
From To	

Your Position and Duties  
 May we contact this employer for a reference? .....  Yes  No

**REFERENCES**

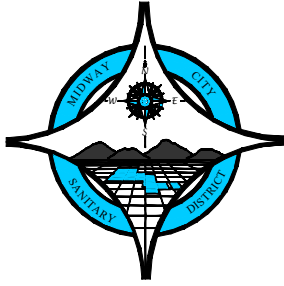
List below three persons not related to you who have knowledge of your work performance within the last three years.

1. ( )	
First Name	Last Name Telephone No.
Address & Street	City State Zip
Occupation	No. of Years Acquainted

2. ( )	
First Name	Last Name Telephone No.
Address & Street	City State Zip
Occupation	No. of Years Acquainted

<b>REFERENCES</b> (Continued)				
3. _____		_____		( ) _____
First Name	Last Name		Telephone No.	
Address & Street _____		City _____	State _____	Zip _____
Occupation _____		No. of Years Acquainted _____		

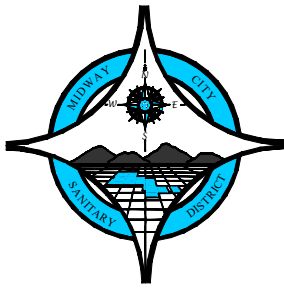
<b>Please Read Carefully, Initial Each Paragraph, and Sign Below</b>	
_____	I hereby certify that I have not knowingly withheld any information requested by this application that might adversely affect my chances for employment, and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initials	
_____	I hereby authorize the District to conduct a thorough investigation of my references, work record, education and other matters related to my suitability for employment and, further, I authorize the references I have listed to disclose to the District any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the District, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initials	
_____	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to or does create an employment contract between the District and me.
Initials	
_____	I understand that the District, when considering my application for employment, when making a decision whether to offer me employment, when deciding whether to continue my employment (if I am hired), and when making other employment-related decisions directly affecting me, may wish to obtain and use a “consumer report” or “investigative consumer report” from a “consumer reporting agency.” A notice and authorization to obtain such a report, together with a definition of terms and a description of my rights in connection with such reports is being provided to me as a separate document for my signature, if the position I am seeking or which I hold is one to which such a report would apply.
Initials	
_____	If hired, I will be required, as a condition of employment, to submit proof of my eligibility to work in the United States.
Initials	
_____	I understand that, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and I must receive a negative result for illegal drug use before being accepted for employment by the District.
Initials	
_____	I hereby certify that, if employed, my employment with the District will not violate any non-solicitation, non-competition, or other similar covenant or agreement I have with any of my prior employers.
Initials	
_____	I hereby certify that, if employed, I will immediately report to my supervisor, the Human Resources Manager, or another member of management, if I am ever harassed by anyone in the Company or by a vendor or customer, or if I ever become aware of any unethical behavior by any employee.
Initials	
_____	_____
Date	Applicant’s Signature



# MIDWAY CITY SANITARY DISTRICT

## Additional Questions

1. Do you have experience with data entry, or have you processed Accounts Payable? kindly share your experience, if any.
2. Have you had an active role with Month-end or Year-End closing or prepared Journal Entries?
3. Do you have any Government Accounting experience?
4. On a scale of 0 to 10, where 10 is EXPERT, and 0 is NO EXPERIENCE, please rate your knowledge with Excel and QuickBooks.



# MIDWAY CITY SANITARY DISTRICT

**Job Title:** Accountant (Full-Time)  
**Department:** Administration

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Non-Represented

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>BI-WEEKLY</b>	2,548.00	2,638.40	2,729.60	2,825.60	2,924.00	3,026.40	3,132.80	3,242.40
<b>MONTHLY</b>	5,520.67	5,716.53	5,914.13	6,122.13	6,335.33	6,557.20	6,787.73	7,025.20
<b>ANNUAL</b>	66,248.00	68,598.40	70,969.60	73,465.60	76,024.00	78,686.40	81,452.80	84,302.40
<b>HOURLY</b>	<b>\$31.85</b>	<b>\$32.98</b>	<b>\$34.12</b>	<b>\$35.32</b>	<b>\$36.55</b>	<b>\$37.83</b>	<b>\$39.16</b>	<b>\$40.53</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job*

## DESCRIPTION

Under the direction of the Director of Finance and Human Resources, perform a variety of specialized and technical accounting and administrative work related to processing, maintenance, verification and reconciliation of fiscal records, including but not limited to payroll processing, accounts payable/receivable, budget support, journal entries, general ledger analysis, and financial reporting

## DISTINGUISHING CHARACTERISTICS

This is a journey-level classification providing general accounting support. Work is reviewed periodically upon completion and while in progress. The Accountant is differentiated from the Director of Finance and Human Resources, who exercises responsibility for applying creative, professional, and technical skills in communications, research, and the development, coordination, and evaluation of all finance, accounting, investments, and employee benefits and compensation, to the highest standards.

## REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Process accounts payable, payroll, permits, purchasing and inventory records; prepare related invoices, payments, deposits, cost reimbursements, etc.

- Review accounting and financial documents to ensure the accuracy of information and calculations, make correcting entries, and examine supporting documentation to establish proper authorization and conformance with contracts/agreements, policies and regulatory requirements.
- Maintain and reconcile various ledgers, reports, and account records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; perform month-end, fiscal year-end, and calendar year-end accounting system processing.
- Participates in ensuring timely processing to review, verify, prepare, and process biweekly employees' and Directors' per diem payroll; reviews timesheets or per diem reports for accuracy and completeness; identifies discrepancies and unsubstantiated information and requests clarifications and corrections as appropriate; and forwards to supervisor or directors for review and approval.
- Prepare and analyze a variety of fiscal reports, statements, and schedules.
- Participate in compiling and preparing the District's annual budget; prepare cash flow and expenditure projects.
- Assist with annual audits; coordinate and prepare working papers; answer technical questions.
- Serve as a backup in the reception pool, assist customers at the counter, and provide the highest level of customer service, information, and assistance to the staff and general public.
- Monitor and modify parcel program and complete annual property tax billing file for placing service charges on the property tax roll.
- Check and maintain Solid Waste Tonnage Report Records.
- Gather fixed asset data from the general ledger; check and verify data collected for correct account coding, unit costs, class, and location codes; prepare fixed asset sheets; calculate and balance sheets for computer input.
- Maintain files, records, and reports of subscription-based IT arrangements contracts.
- Handle highly confidential information.
- Assist in establishing and maintaining annexation and tract-related files, collecting and reporting all fees pertaining to each development or tract.
- Process, as needed, all health insurance claims, including Worker's Compensation cases; answer employees' questions pertaining to insurance as directed by the Director of Finance and Human Resources.

- Receive and review employee timecards for proper completion and authorization; calculate the amount of earnings and deductions and process records for payment.
- Perform other duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to perform the assigned duties successfully.*

### **Knowledge of:**

Modern office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases

Basic accounting principles and practices.

Principles and practices of computer-based financial and accounting systems

Basic mathematical principles.

Principles and practices of customer service.

Basic principles and procedures of financial record keeping.

Methods and techniques of coding and balancing accounting records.

Basic methods and techniques of preparing financial spreadsheets and reports.

Proper phone techniques and etiquette.

English usage, spelling, grammar, and punctuation.

### **Ability to:**

Perform clerical accounting duties supporting the processing of accounts payable and accounts receivable.

Provide customer service to the general public and employees.

Perform mathematical calculations quickly and accurately.

Enter and retrieve data from the computer system.

Maintain a variety of current and accurate financial records and files.



Review and interpret accounting transactions and records.

Operate office equipment, including computers and supporting word processing and spreadsheet applications.

Adapt to changing technologies and learn the functionality of new equipment and systems.

Collect, compile, and research information and data.

Work independently in the absence of supervision.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted during work.

### **Position Requirements**

Proper English, grammar, spelling, English composition and vocabulary; District organization, rules and regulations, principles of office management; basic math and computation methods.

Perform a variety of office duties with minimal supervision; communicate with the general public and Public Agencies; have knowledge of District Policies and procedures; Follow oral and written directions; read, understand, apply, and explain technical policies and materials; Distribute Plans and Specifications and collect fees for MCSD Capital improvement Projects; Work cooperatively and effectively with others; type 45 words per minute; Operate and be proficient in Word Perfect, Microsoft Word and Excel. May be required to attend after-hours meetings or workshops of the Board of Directors.

### **EDUCATION AND EXPERIENCE**

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

- Two (2) or more years of accounts payable/receivable and other duties listed under Representative Duties. (Public agency experience is preferred but not required.)
- Completion of technical coursework or training. A bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, accounting, or a closely related field is preferred but not required.
- Knowledge of QuickBooks accounting program is desirable.

- Possess and maintain a valid California Class C driver's license and have a satisfactory driving record.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

**Environment:** Standard office setting.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment, including the use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.