



## STAFF ACCOUNTANT

The Oxnard Harbor District, a special district empowered to manage the commercial Port of Hueneme, is seeking applicants for the position of Staff Accountant. Under general supervision of the Senior Accountant, the Staff Accountant performs a variety of accounting duties related to the preparation, maintenance and review of financial records, accounts, and reports. Additionally, the Staff Accountant:

1. Assures compliance with established District accounting policies and procedures and governmental regulations.
2. Audits accounts and reconciles accounts payable and accounts receivable to general ledger, and makes adjusting entries as appropriate.
3. Assists Senior Accountant in maintaining a complete set of financial records.
4. Records, summarizes, analyzes, reconciles and interprets financial transactions relating to payroll, accounts payable, accounts receivable, fixed assets and other general ledger accounts.
5. Reviews ledgers, financial statements, and reports for technical defects and arithmetical accuracy, and prepares reports on findings.
6. Maintains contact with District personnel to supply accounting data, secure information, and furnish advice based on established principles and practices.
7. Makes day-to-day decisions concerning the accounting treatment of financial transactions.
8. Assists in the selection, implementation and use of automated accounting systems.
9. Ensures timely deposits of both employee and employer paid state and federal taxes.
10. Prepares documents as required by auditors.
11. Performs analysis and develops and summarizes reports to communicate results.
12. Makes recommendations to improve and streamline operating procedures and automated systems.
13. Assists in the preparation and tracking of budgets and allocations.
14. Prepares and reviews purchase orders, invoices and related documents.
15. Assists in the maintenance of the District's credit and collection procedures.
16. Collects past due or delinquent accounts, evaluates customer payment history and makes recommendation regarding the granting of credit terms.

17. Contacts debtors to establish payment schedules, updates case records, explains penalties for and consequences of non-payment and regulations, rules and procedures related to payment of accounts.
18. Prepares routine correspondence and reports.
19. Participates in special research projects.
20. Performs additional assignments as may be requested by the Senior Accountant, Controller or Deputy Executive Director – Administration.

QUALIFICATIONS:

**Qualified applicants must have at least five (5) years experience in accounting and a Bachelor's Degree in accounting or a closely related field;** extensive knowledge of accounting and auditing principles, practices and procedures such as those published by the GASB, FASB and AICPA; strong interpersonal communication skills that combine tact, patience and courtesy; proficiency with personal computers, including word processing, spreadsheet applications and accounting-related software programs; ability to sit and operate a keyboard to enter data into a computer for extended periods of time; ability to reach overhead, above shoulders and horizontally and bend at the waist to maintain files.

The Oxnard Harbor District offers competitive compensation and a comprehensive employment benefits package. Employment applications may be obtained at the Oxnard Harbor District Administration Building at 333 Ponomo Street, Port Hueneme, CA or by calling (805) 488-3677 during regular business hours. **Resumes may be submitted. However, resumes will not be accepted in lieu of completed applications. The District must receive completed applications no later than 5:00 p.m., Monday, March 17, 2008.** Applications can be submitted in person or mailed to:

Oxnard Harbor District  
Director of Human Resources  
333 Ponomo Street  
Port Hueneme, CA 93041

The Oxnard Harbor District is an Equal Opportunity Employer and encourages applications from all qualified individuals.