CAREER OPPORTUNITY
ACCOUNTING MANAGER I

Salary Range: $76,895 | $117,260

APPLICATION SUBMISSION DEADLINE: July 11, 2023 or until filled.
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF ACCOUNTING MANAGER I. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

1) COVER LETTER (Including Desired Salary)
2) FULLY COMPLETED Oxnard Harbor District Employment Application Form (on Port’s website)
3) RESUME (with employment history and significant accomplishments)
4) REFERENCES (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods:

- **BY EMAIL** (attach all documents in a single combined PDF format in order as 1-4 above):
  
  HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)
  HR- ACCOUNTING MANAGER I

OR……

- **BY US. POSTAL SERVICE:**

  THE PORT OF HUENEME
  Accounting Manager I
  Attn: #345 HR-RECRUITMENT
  567 West Channel Islands Blvd.
  Port Hueneme, CA 93041
**POSITION TITLE:** Accounting Manager  
**CLASSIFICATION:** Manager I  
**DEPARTMENT:** Finance  
**SALARY RANGE MIN | MAX:** $76,895 ~ $117,260

**GENERAL PURPOSE**  
Under general direction of the Chief Financial Officer/Chief Administrative Officer, the Accounting Manager I performs a variety of accounting, financial reporting, budgetary, auditing and analytical and statistical work that includes the development and implementation of programs and activities related to achieving financial and budgetary objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The Accounting Manager I performs, but is not limited to, the following essential functions:

- Develops, prepares, examines and interprets accounting statements; prepares factual and analytical narrative, statistical and accounting reports. Performs and/or directs accounting personnel in the preparation of monthly, quarterly, and annual financial statements including schedules and notes to the financial statements.

- Monitors revenue and expenditures, accounts receivable and payable, various tax returns, and other reports needed by governmental organizations to ensure the District's financial stability.

- Directs the preparation and posting of financial and statistical data and the maintenance and reconciliation of general ledger accounts in accordance with generally accepted accounting principles.

- Prepares the preparation of journal entries and monthly, quarterly and annual workpapers/reconciliations of various fiscal records and documents including preparing schedules and reconciliations as required by auditors.

- Performs all accounting duties associated with the Ventura County Railway Company and Port of Hueneme Banana Festival, Inc.

- Performs cash management and reporting, including bank account reconciliations and relationships.

- Develops, monitors, updates and implements accounting and finance policies and procedures, ensuring the District is in compliance with all applicable Federal, State and local laws and regulations.

- Keeps abreast of new trends in accounting and finance and changes in Federal, State and local laws and regulations.

- Evaluates and develops fiscal practices and controls in accordance with generally accepted accounting principles.

- Maintains a complete set of financial records including payroll, accounts payable, accounts receivable, and general ledger.
• Assists in developing, monitoring, and controlling the District’s capital plans.
• Participates in the District’s annual budget for presentation to the Board of Harbor Commissioners.
• Participate in Planning, organizing, and developing the Annual Comprehensive Financial Report (ACFR) for the District, this includes the Letter of Transmittal, Financial Data, Supplementary Information, Statistical Information and overseeing the Independent Auditor’s Report.
• Makes fiscal projections and determines opportunities for improvement in fiscal performance.
• Provides fiscal analysis of legislative and regulation changes to determine impacts and the District’s finances, devises strategies for coping and complying with changes, and forecast resulting revenues and expenses.
• Establish and maintain effective working relationships with Commissioners, all levels of District personnel and management, tenants, customers, vendors and others encountered in the course of work.
• Participates in the selection, implementation and use of automated accounting systems and makes appropriate recommendations.
• Completes performance evaluations of personnel under his/her supervision.
• Performs additional assignments as may be requested by the CFO/CAO.

QUALIFICATIONS
Knowledge:
• Extensive knowledge of accounting and auditing principles, practices and procedures, such as those published by the GASB, FASB and AICPA.

Abilities:
• Ability to formulate complex fiscal strategies.
• Strong supervisory skills.
• Strong interpersonal communication skills that combine tact, patience and courtesy.
• Strong verbal and written communication skills.
• Ability to conduct personnel performance evaluations.
• Proficiency with personal computers, including word processing, spreadsheet applications and accounting related software programs.
• Ability to 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.
MINIMUM REQUIREMENTS

Education, Training and Experience:

- At least seven (7) years’ experience in accounting and a bachelor’s degree in accounting or a closely related field.
- Experience in handling sensitive issues and adopting effective courses of action.

Licenses Certificates Special Requirements:

- A Certified Public Accountant’s certificate is desired.
- Possession of a valid California driver’s license and the ability to drive District vehicles.
- Must be able to obtain a Transportation Worker Identification Credential (TWIC).