

## OFFICE SUPERVISOR

- BY WESTBOROUGH WATER DISTRICT - APR 20, 2021

## JOB LOCATION

South San Francisco, CA

## APPLICATION DEADLINE

District is looking to fill position as soon as possible; this position is open until filled

## HOW TO APPLY

Qualified candidates should apply immediately, by submitting a completed cover letter, job application, and comprehensive resume to [wwd@westboroughwater.org](mailto:wwd@westboroughwater.org). Application can be found on the District's website at: [www.westboroughwater.org/staff](http://www.westboroughwater.org/staff).

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## THE DISTRICT

The Westborough Water District (WWD) is seeking a highly qualified individual to supervise and perform administrative, financial, and general office work to ensure the proper functioning of the office. This position performs or supervises accounts receivable, accounts payable, payroll, tax filings, and HR functions.

The WWD located in South San Francisco, California, currently has a staff of six full-time employees and a part-time on-call worker. The WWD is a Special District, which is a form of local government created to meet a specific need. The WWD owns the water and sanitary sewer system. Under contract, the sanitary sewer is maintained by the North San Mateo County Sanitation District. The WWD purchases 100% of its water from the SFPUC. The WWD has approximately 4,000 residential, commercial, and irrigation service connections. Additional information concerning the WWD can be found at [www.WestboroughWater.org](http://www.WestboroughWater.org)

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended as illustrations of the various types of work that may be performed.

### Examples of Duties

1. General Office Operations. Performs all work required for the proper functioning of the office, except work delegated to other office employees by the General Manager.

Responsible for becoming fully knowledgeable regarding all District rules, regulations, policies, and activities, and keeping the General Manager fully informed regarding all office activities and problems.

2. Customer Matters. Responsible for billing and A/R. Deals with customer complaints.
3. Other Bookkeeping. Performs all work related to A/P and the filing of forms 1099.
4. Payroll. Performs all payroll functions and tax agency filings, including quarterly and annual W2 tax forms.
5. Human Resources. Responsible for the HR function, the administration of CalPERS and the health benefits plans, filing of Workers Compensation reports and, assisting with the preparation of OPEB and GASB reports.
6. Other. Performs other functions such as: banking, recordkeeping, proper functioning of computer system, writing procedures, providing administrative support for Board members, and assisting with special projects.

### **EDUCATION AND TRAINING**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Completion of a minimum 2 years of college or higher with a concentration in Accounting or related major is desired. Preference will be given to applicants with additional and/or job-related education. Qualified candidates should possess a minimum of 5 years of progressively responsible office and administrative experience, including three years in a supervisory role. Preference will be given to applicants with accounting or financial background, computer system, and/or other job-related experience.

The annual salary range for this position is competitive and commensurate with qualifications, experience, and responsibilities similar to other water agencies of comparable size and scope. The District also offers an attractive benefits package.