

GCID



GLENN-COLUSA IRRIGATION DISTRICT

is seeking an

Accounting Specialist



The Position

Understand and perform a variety of clerical and accounting duties including but not limited to accounts payable functions, accounts receivable functions, and processing payroll.

Knowledge and familiarity with Microsoft Office Suite, particularly Word, Excel, and Outlook.

Excellent customer service skills are required due to daily interaction with District employees, vendors, landowners and water users, as well as members of the public.



The District

Glenn-Colusa Irrigation District (GCID) serves agricultural water needs within Glenn and Colusa counties in Northern California. Its primary water right was established in 1883, making it one of the oldest and largest water rights on the Sacramento River. The District was formally organized as the Glenn-Colusa Irrigation District in 1920.

GCID's core mission is to deliver a secure and reliable water supply to its landowners and water users, as efficiently and economically as possible, while preserving and protecting all resources.

Covering more than 175,000 acres, GCID is the largest agricultural district in the Sacramento Valley and one of the biggest in the state. GCID's main pump station, its only diversion from the Sacramento River, is located near Hamilton City. An extensive canal system, including a 65-mile main canal and more than 1,000 miles of laterals and drains, conveys the water to more than 1,200 water users, irrigating about 140,000 acres of farmland. GCID also serves 1,200 acres of private habitat land and more than 21,000 acres of protected federal wildlife refuges.



Essential Functions and Responsibilities



Perform clerical and accounting functions involving accounts receivable, accounts payable and payroll processing.



Input data into accounting system

Receive all payments, input data into the accounting system; reconcile cash transactions; prepare daily bank deposit; post information to individual accounts.



Process and mail invoices for landowners and employees; prepare monthly statements. Balance accounts receivable customer balances to the general ledger at the end of each month.



Field landowner and tenant calls regarding billing, property sales, customer adjustments and address changes.



Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.



Perform various related duties and responsibilities as required. See job description for full details.



Job Standards/Specifications

Knowledge of:

- ✓ Basic bookkeeping and accounting principles and practices.
- ✓ Knowledge and familiarity with Microsoft Office Suite, particularly Word, Excel, and Outlook.
- ✓ Principles of basic report preparation. Pertinent Federal, State, and local laws, codes, and ordinances.
- ✓ Possess excellent customer service skills.



Other Duties



Answering telephones and assisting customers in the office.



Provide support to clerical staff and other District employees.

Perform a variety of general clerical duties including word processing, maintaining files and records.



Cross- training to provide coverage for other office positions.

Ability to:



- ✓ Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
- ✓ Establish and maintain effective working relationships with those contacted in the course of work.

Experience & Training

Any combination of education and experience that provides the necessary knowledge and abilities such as:

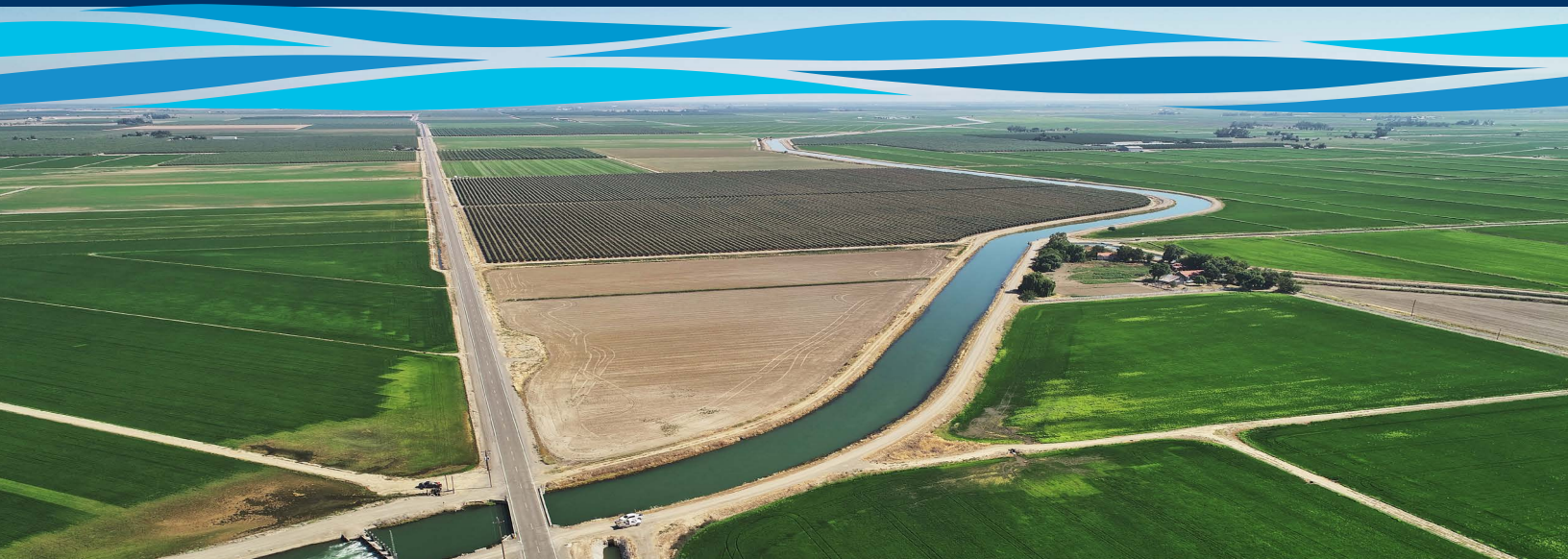


Certification in accounting or related field. Practical experience with accounts payable, accounts receivable, and payroll. Proficiency in accounting software.

Environmental Factors



Work at a desk for extended time periods. Work in an office environment, lift and move objects up to 15 pounds such as large binders, computers, and small office equipment.





License, Certificate, Registration Requirement

Possession of a valid California Class C driver's license is required at the time of appointment.

Desirable Qualifications

Agricultural background desired but not required.



Compensation, Benefits, Career & Culture

In addition to health and compensation benefits, GCID provides career-related assistance such as professional coaching, ongoing training and industry networking opportunities.

- ✓ Health, Dental and Vision
(Employee and family coverage)
- ✓ Life Insurance
- ✓ State Disability Insurance and Long-term Disability Insurance
- ✓ Holidays – 12 per year
- ✓ Annual Leave Policy (20-32 days, depending on length of employment)
- ✓ Defined Contribution Pension Plan (District contributes 10% of employee's annual salary)
- ✓ Social Security Benefits
- ✓ Deferred Compensation Plan
- ✓ Section 125 Cafeteria Plan

Salary Range:

\$51,596 - \$64,404



GCID

344 East Laurel Street, Willows, CA 95988
(530) 934-8881 | www.gcid.net



Application Process & Recruitment Schedule

To learn more about GCID, visit our website at www.gcid.net.

Please submit a cover letter, resume and application to our office at P.O. Box 150, Willows, California, 95988; or on our website at www.gcid.net/employment.

Closing date June 13, 2025