

Coachella Valley Public Cemetery District

Invites applicants for the position of:

FINANCIAL SPECIALIST



SALARY: Hourly: \$34.48

DEPARTMENT: Finance and Administration

OPENING DATE: June 4, 2025

CLOSING DATE: July 3, 2025

Are you driven by the challenge of ensuring financial data is consistently accurate and well-organized? Do you thrive in a collaborative work environment, helping with budgets, payroll, and financial reporting? Would you like to join a team that values discretion, accuracy, and the smooth operation of financial systems? The Coachella Valley Public Cemetery District is looking to hire one (1) full-time Financial Specialist and to develop a qualified candidate list for future hires.

This position works under the direction of the Finance Manager/Clerk of the Board, supports a broad range of administrative and financial operations for the District. Key areas of responsibility include payroll, accounts payable and receivable, budgeting, cash and expense management, tax reporting (including payroll and sales taxes), internal audits, and fixed asset accounting.

The Ideal Candidate shall:

- Monitor and ensure accuracy and compliance with financial regulations, procedures, and internal controls.
- Think critically and resolve issues related to financial discrepancies or complex transactions.
- Have strong interpersonal skills to interact effectively, efficiently, and positively with a diverse community base and team.
- Manage multiple tasks simultaneously while meeting deadlines and maintaining high standards of accuracy.

- Handle sensitive and confidential information with a high level of discretion.
- Be compassionate.
- This is a very customer centric position and requires extensive professionalism and customer service skills.

CORE COMPETENCIES:

- Accountability - Accepts responsibility for themselves.
- Attention to Detail - Achieves thoroughness and accuracy when accomplishing a task.
- Change Resiliency - Quickly and effectively understands and adjusts to new roles, challenges, and changes in their work environment and in the jobs.
- Communication - Effectively conveys and exchanges thoughts, options, or information verbally or in writing.
- Customer Service - Maintains ongoing client relationships.
- Inclusiveness - Respects and values working in a diverse environment.
- Interpersonal Relations and Skills - Builds relationships based on mutual trust and respect.
- Results Orientation/Execution - Manages time and priorities effectively.
- Teamwork - Works collaboratively with the team to achieve goals.
- Time Management/Organization - Plans and executes plans for events, tasks, or processes in an efficient manner.

This recruitment is for one (1) full-time vacancy.

ESSENTIAL DUTIES:

- Process payroll and manage employee benefits and workers' compensation, ensuring accurate documentation of wages, deductions, and related records.
- Prepare and issue accounts receivable invoices in accordance with contract terms.
- Review and verify purchase orders and track expenditures.
- Receive and process customer payments; reconcile accounts receivable with CemSites monthly.
- Review and process trustee and employee reimbursement requests with appropriate documentation.
- Record, categorize, and reconcile credit card transactions.
- Receive, review, and enter vendor bills with accurate job costing; ensure timely payments.
- Reconcile monthly bank statements and maintain accurate cash balances.

- Assist in preparing the District's annual budget and support long-range financial planning.
- Prepare and submit biweekly payroll tax filings and quarterly payroll tax reports.
- Prepare and submit quarterly sales tax reports.
- Support the annual audit process and assist in reviewing the Annual Comprehensive Financial Report (ACFR).
- Prepare monthly financial and investment reports for Board meetings and generate other reports as needed.
- Maintain financial records in accordance with the District's Records Retention Policy.
- Perform administrative tasks including:
 - Filing of vendor and customer payment records
 - Document organization and general recordkeeping
 - Supporting compliance with retention schedules
 - Other administrative duties as assigned
- Monitor compliance with applicable financial regulations, procedures, and internal controls.
- Provide assistance with fixed asset tracking and related accounting.

OTHER DUTIES:

- Performs related duties as assigned.

QUALIFICATIONS:

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

Education:

Associate degree in Accounting, Bookkeeping, Business, or a closely related field preferred.

Experience:

Five (5) years of progressively responsible experience in accounting or finance,

OR

Two (2) years of experience in a finance or accounting role within a California Special District or other public agency.

Licenses, Certifications and other Requirements:

- None

Knowledge of:

- Finance, bookkeeping, QuickBooks, payroll processing, financial accounting principles.
- Sound administrative processes.
- District business operation.
- Public agency financial practices, including general/governmental accounting, fund accounting, payroll, internal controls, and auditing.
- Reporting and budgeting processes in a public sector environment.
- GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board) guidelines.
- Administrative skills to include use of computer, applications, software and office equipment.
- Customer Relationship Management (CRM) systems.
- Written, verbal communication skills.
- Spelling, grammar, and practices of proofreading.

Ability to:

- Accurately process and record accounting transactions and payroll.
- Researching and reconciling discrepancies in transactions and between record keeping systems.
- Strong time management and organizational skills with the ability to manage multiple priorities.
- Critical thinking and problem-solving abilities with attention to accuracy.
- Ability to document procedures and improve workflows.
- Effective verbal and written communication.
- Ability to work independently with minimal supervision while maintaining accountability.
- Discretion in handling confidential and sensitive financial data.
- Ability to communicate effectively with internal staff, Trustees, vendors, and customers.
- Must possess strong interpersonal and customer service skills to effectively assist families, vendors, and the general public with sensitivity and professionalism.
- Using Microsoft Excel and Word.
- Learn new software applications as needed.
- Operate a computer and related software.

BENEFITS INFORMATION:

Cafeteria Plan: \$1,800/month

Health Insurance: CalPERS Medical

Dental and Vision Insurance

Life Insurance

Section 125 Plan

457 Savings Plan

Medical/Dependent Care FSA

Ancillary Benefits: Accident, Cancer, Critical Illness

Retirement: CalPERS Retirement (Classic 2%@60, PEPRA 2%@62)

Vacation: 10-15 days annually

Sick Leave Accrued: Per California Law. Sick leave accruals are capped at 200 hours.

Holidays: 13 paid per year

State Disability Insurance

SELECTION PROCESS:

The deadline to apply is July 3, 2025, before 11:59 PM PST.

Qualified candidates are invited to submit their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview.

Only the most qualified candidates will be invited to an Oral Panel interview if held. Only the names of the most qualified candidates who pass the panel interview process will be considered for final selection.

Successful candidates will be required to complete a background check, pre-employment physical, and drug screen.

Additional inquiries may be directed to Kris Harapan at Employment@CVPCD.org. The District is not responsible for the failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing Employment@CVPCD.org.

CVPCD is an Equal Opportunity Employer.