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CAREER OPPORTUNITIES

TWO OPENINGS!

ACCOUNTING SUPERVISOR

Accounts Payable & Payroll

ACCOUNTING SUPERVISOR

Financial Reporting, Capital Assets & Grants

IRVINE RANCH WATER DISTRICT | IRVINE, CALIFORNIA
Annual Salary for Both Positions: \$121,236–\$165,924 DOE/DOQ

THE IRVINE RANCH WATER DISTRICT (IRWD) is seeking two talented accounting professionals to join its Finance Department as Accounting Supervisors. These positions present a unique opportunity to support the financial operations of one of Southern California's most respected and innovative water agencies. With a collaborative team culture and a commitment to operational excellence and public service, these roles offer the chance to contribute to essential services that support the community.

The successful candidates will join a forward-thinking organization that values collaboration, accountability, and continuous improvement. Whether overseeing disbursements and payroll operations or supporting financial reporting and capital asset accounting, these supervisors will help maintain the integrity of the District's financial operations. **Oversee critical accounting functions that support the financial strength and operational success of Irvine Ranch Water District—apply today!**



THE COMMUNITY

IRVINE, CALIFORNIA, IS ONE OF THE NATION'S LARGEST MASTER-PLANNED CITIES, known for its clean neighborhoods, abundant green space, and thoughtful design that balances growth with livability. Home to about 318,000 residents across 66 square miles, Irvine offers a high quality of life with vibrant neighborhoods, extensive parks and trails, and major destinations like the Orange County Great Park and the Irvine Spectrum Center. The presence of the University of California, Irvine adds innovation, cultural programming, and a highly educated workforce to the city's strengths. Located just nine miles from the Pacific Ocean, 45 miles south of Los Angeles, and 85 miles north of San Diego, Irvine—along with the rest of Orange County—combines suburban comfort with easy access to major metropolitan areas. The local economy is driven by industries such as technology, life sciences, education, and professional services, making it a hub for both business and community life in Southern California.



THE DISTRICT

FOUNDED IN 1961, the Irvine Ranch Water District (IRWD) is an independent, not-for-profit public agency providing water, sewer, recycled water, and urban runoff treatment services across 181 square miles in central Orange County. Governed by a publicly elected five-member Board of Directors, the District serves residents and businesses in Irvine, Tustin, Costa Mesa, Lake Forest, parts of Newport Beach and Orange, and nearby unincorporated areas. IRWD is nationally recognized for its innovative budget-based rate structure, reliable service, and leadership in water efficiency and sustainability. With a diversified supply portfolio—including local groundwater, imported and surface water, and one of the nation’s most extensive recycled water systems—IRWD delivers reliable, high-quality service to nearly half a million people while promoting long-term resource stewardship and community trust. The District currently employs nearly 450 staff and has an annual Operating Budget of approximately \$250 million.

IRWD is proud to foster a values-based culture that prioritizes safety, education, and professional growth. The District supports employees at every stage of their careers, offering up to 75% tuition and certification reimbursement with no cap. Backed by a strong financial foundation and driven by a collaborative, “can-do” spirit, IRWD is known as one of the lowest-cost water providers in Southern California and an innovative organization that embraces new technology.

[LEARN MORE ABOUT THE DISTRICT](#)



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IRWD Values

IRVINE RANCH WATER DISTRICT believes that its values drive the character, culture, and capacity of our organization. IRWD was built on values, and we weave them into the fabric of everything we do. Values are the ingredients in our recipe for both institutional and individual success. They are a code of conduct to promote positive outcomes for others and ourselves. They are more than words on a wall or a website. We live by them every day. We pledge to keep them relevant in an ever-changing world. IRWD's employees enjoy working in a safe, supportive, and nurturing environment where they form strong bonds with fellow employees. To ensure effective communication and promote a collaborative team environment, employees report to work each day in the office or in the field, depending on their positions.

[VIEW IRWD'S VALUES](#)



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THE DEPARTMENT

THE FINANCE DEPARTMENT IS RESPONSIBLE for maintaining the district's long-term financial stability and ensuring responsible stewardship of public funds. With 28 staff and an annual budget of approximately \$5.4 million, the Department supports the District through strategic long-range financial planning that prepares for future infrastructure needs and helps minimize sudden rate increases. The team manages cash and investments in accordance with state law and the District's adopted investment policy, develops and oversees the annual operating and capital budgets, and ensures transparency through comprehensive financial reporting, including the Annual Comprehensive Financial Report (ACFR). In addition, the Department oversees payroll, accounts payable and receivable, project accounting, and other core accounting functions, safeguarding District assets while providing accurate and timely financial information to leadership, the Board of Directors, and the community.

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THE JOBS & IDEAL CANDIDATES

THE ACCOUNTING SUPERVISOR—Accounts Payable & Payroll oversees the District's disbursement functions, including accounts payable and payroll operations, ensuring accurate and timely payment processing while maintaining compliance with applicable policies, collective bargaining agreements, and regulatory requirements. This role supervises six staff who are responsible for managing disbursements, payroll processing, and related accounting activities that support the District's financial operations. The position plays an important role in maintaining strong internal controls and ensuring financial transactions are processed efficiently and accurately. The ideal candidate brings strong knowledge of payroll and accounts payable processes, along with the ability to manage high-volume financial operations.

THE ACCOUNTING SUPERVISOR—Financial Reporting, Capital Assets & Grants oversees the District's financial reporting functions, including capital asset accounting, capital project accounting, and grant-related financial reporting at the state and federal level. This role supports the preparation of financial reports and contributes to components of the District's Annual Comprehensive Financial Report (ACFR), while also working closely with external auditors on financial and compliance audits. The supervisor oversees up to four staff, and ensures the accuracy of complex accounting transactions and financial reporting processes that support the District's financial transparency and accountability. The ideal candidate brings strong technical accounting expertise, including familiarity with GAAP and GASB standards, and experience working with financial reporting or capital asset accounting.



IDEAL CANDIDATES FOR BOTH ROLES ARE COLLABORATIVE ACCOUNTING PROFESSIONALS with strong technical knowledge and a commitment to providing responsive, customer-oriented financial service across the organization. They bring experience supervising, mentoring, and developing staff; sound professional judgment; effective communication skills; and the ability to build positive working relationships across departments. These individuals approach challenges with an analytical mindset, manage competing priorities effectively with strong attention to detail, and contribute to a culture focused on accountability, collaboration, and continuous improvement.

EMPLOYMENT STANDARDS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a bachelor's degree in business administration or related field with accounting emphasis from an accredited college or university. For degrees obtained outside of the U.S., an official equivalency evaluation is required.

Experience: Five (5) years of increasing responsible experience in a general accounting environment, of which two (2) years is in a supervisory or management capacity.

Disaster Service Worker: In accordance with Government Code Section 3100, Irvine Ranch Water District employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

PREFERRED

- Experience in a governmental accounting environment.
- Experience in a Tier 1 Financial System—Oracle preferred.

When Assigned to Payroll:

- Certified Payroll Professional (CPP)
- Two (2) years of payroll experience is required.
- Experience with CalPERS or similar government agency preferred.



UPCOMING INITIATIVE

ERP IMPLEMENTATION.

Each Accounting Supervisor role will support the implementation of Workday, IRWD's new enterprise resource planning (ERP) system designed to modernize financial processes, improve reporting capabilities, and enhance operational efficiency across the District.

SALARY+BENEFITS

Each Accounting Supervisor will receive an annual salary of **\$121,236–\$165,924 DOE/DOQ**, **PLUS** an attractive benefits package that includes:

Retirement: The District participates in CalPERS. 2.0% @ 62 for new members; 2.0% @ 60 for classic members.

Deferred Compensation 457 Plan: The District matches employee contributions up to 3% of base pay after one year of employment.

Health Insurance: Medical, Dental, and Vision plans available.

Life Insurance: Eligible employees are provided with life insurance coverage equal to three or four times their annual salary, depending on their level of compensation.

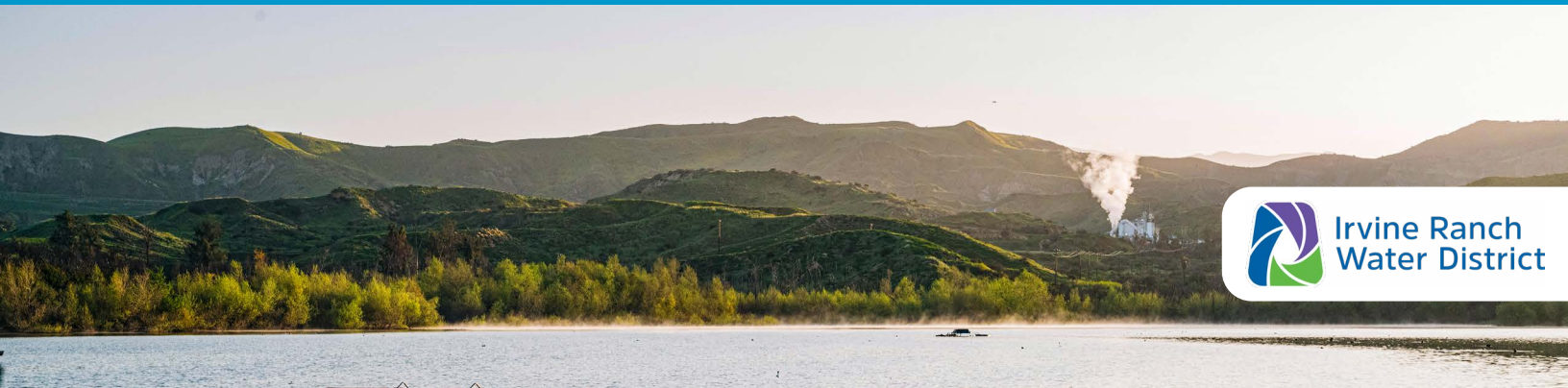
Vacation: Accrual rate depends on years of service, starting at the rate of 80 hours per year for the first 5 years of employment.

Sick Leave: 96 hours annually.

Holidays: 10 paid holidays plus two (2) personal holidays per year.

Additional Benefits: Flexible Spending Accounts and Education Assistance available.

Sign-On Bonus: Up to \$15,000 to be paid over three years, upon General Manager approval.



HOW TO APPLY

For first consideration, apply by **MAY 13** at:

SAVE THE DATES

Round one virtual interviews will take place on **JUNE 9**. Finalists will move forward to round two in-person interviews on **JUNE 22**. *Selected candidates must be available for both days.*

[WBCP JOB BOARD](#)



QUESTIONS? Please contact your recruiter, **Levi Kuhlman**, with any inquiries: **541.664.0376** (direct) or **866.929.9227** levi@wbcpinc.com