



City of Sanger California

EMPLOYMENT OPPORTUNITY

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

ACCOUNTANT

CURRENT SALARY RANGE: \$3,987 - \$4,847/month

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, February 9, 2018 by 5:00 PM

EXAMINATION: Written Exam, Oral Board interview,
Performance Exam and/or any combination
thereof

DEFINITION:

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing.

EXAMPLES OF DUTIES:

- Perform complex professional level accounting work, including in-depth financial analysis and auditing work.
- Perform grant accounting work related to federal, state or grant agency funding; assist in preparation of budgets, accounting for and reporting revenues and expenditures to determine eligible expenditures for charge to grant programs; maintain records for audit purposes.
- Provide assistance in the development of the annual budget; assist in the review and validation of the annual City budget; create a variety of spreadsheets, documents and graphs; assist in preparing the final budget document for approval by City Council.
- Prepare bank reconciliations and related journal entries for a variety of accounts; reconcile monthly bank statements to cash balances.
- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.

Equal Opportunity Employer

EXAMPLES OF DUTIES CONTINUED:

- Prepare year-end closing and coordinate with auditors.
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries; prepare treasurer reports; prepare and file annual State Controllers Report.
- Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.
- Prepare periodic financial, statistical or operational reports as assigned.
- Oversee maintenance of the accounts receivable and accounts payable systems; interpret and administers the City business license ordinance.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner.
- Prepare correspondence, reports and other written material as appropriate.
- Examine work for exactness, neatness, and conformance to policies and procedures; provide responsible staff assistance to management staff; perform special department projects as assigned.
- Perform related duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), practices and methods.
- Governmental Accounting Standards.
- Principals and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
- Financial analysis, auditing and research procedures.
- Computer data processing theory.
- Principals of municipal budget preparation and control.
- Principals of business letter writing and report preparation; principles and practices of financial record keeping and reporting.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices related to accounting, financial and fiscal practices and record keeping.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret and apply applicable federal, state and local laws, codes and regulations.
- Perform a variety of professional accounting and financial analysis functions; reconcile and adjust financial statements with the general ledger; prepare and maintain accurate financial statements, records and reports.

Ability to: (continued)

- Prepare clear and concise written reports.
- Classify fiscal documents and transactions.
- Perform mathematical calculations with speed and accuracy.
- Analyze complex financial transactions and formulas; perform statistical and financial analysis.
- Conduct internal audits under the Finance Director's supervision.
- Gather and organize data and arrive at sound conclusions.
- Plan, organize and work cooperatively with the accounting staff; communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Operate computer equipment, calculators, spread sheet programs, cash register, phone, copy and fax machines; assists in training of computer hardware and software.

MINIMUM QUALIFICATIONS

Experience and Education:

Four years increasingly responsible experience performing journey to complex accounting and finance work, preferably in a municipal setting. A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, cost accounting and auditing, or related field.

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SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a pre-employment background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

APPLICATION PROCESS:

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or www.ci.sanger.ca.us. Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY