



EMPLOYMENT OPPORTUNITY

ACCOUNTANT

Salary Range: \$18.59- \$24.92/Hour

Closing Date: February 3, 2012 - 5:00 p.m.

Postmarks, Emails and Faxes Not Accepted.

THE POSITION

Under general supervision, the Accountant performs complex accounting work in maintaining the accounting records of the City and Redevelopment Agency; assists in the preparation of financial statements and a variety of accounting reports and budgets; performs specialized analytical work in connection with the preparation, validation, examination, coding, and reconciliation of financial and statistical records; ensures that day to day accounting and fiscal activities are in conformance with accepted standards and appropriate laws and regulations; and performs related duties as required.

EXAMPLE OF DUTIES

Monitors and reports on inventory, capital assets and depreciation; monitors and maintains grants, including preparation of grant claims and reports; assists in budget research, analysis and forecasting; assists with the preparation of state and federal financial reports; prepares journal entries for adjusting, closing and correcting accounting records; reconciles general and subsidiary ledgers; reconciles monthly bank statements to ledger and prepares related schedules and entries; researches and analyzes transactions to resolve discrepancies; makes complex or difficult adjusting entries affecting several subsystems of an accounting system; assists in closing the financial records at the end of the year; analyzes and prepares monthly utility consumption reports and entries; examines, analyzes, and verifies documents to ensure adherence to established internal controls policies; reviews, analyzes, and prepares cost allocations and chargeouts between city internal service funds and budget units; allocates interest and other revenues between funds; reconciles and oversees developer deposit accounts; monitors expenditures on capital projects and prepares reports and claims; monitors and pays all debt service payments in compliance with bond and other debt instruments; prepares various financial and statistical reports in spreadsheet format; assists in the management and maintenance of the city's financial management information system and city-wide network of computers and related equipment.

DESIRABLE QUALIFICATIONS

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying. Typical qualifications include:

Training and Experience

Graduation from a four-year college or university with major course work in accounting and two years increasingly responsible accounting experience, including at least one with a government agency in a general ledger capacity. (A combination of education and experience will be considered).

Knowledge and Abilities

Knowledge of: governmental accounting, budgeting and auditing practices, standards and principles; internal control procedures and practices; processes and procedures in the management of automated financial management systems and computer networks; municipal operations, practices and services.

Ability to: use and manage automated management financial systems; analyze and interpret accounting records and data; accurately prepare and analyze a variety of complex financial and statistical reports; assist other City departments and officials in a variety of accounting and budgetary matters; review and verify accuracy of financial data; analyze, post, balance and reconcile financial ledgers, reports and accounts; efficiently operate a personal computer using spreadsheet and word processing software; establish and maintain effective working relationships with others; communicate effectively, orally and in writing; work effectively in a customer service environment with a team approach; organize, prioritize and coordinate work activities; organize, research and maintain files and records; understand and carry out oral and written instructions.

TOOLS AND EQUIPMENT USED

Personal computer, printer, scanner, typewriter, calculator, telephone, copier, fax machine, and various other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May occasionally be required to work extended hours.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Acute hearing is essential for communicating with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily the work is in an office environment with occasional field work which may involve walking, standing, bending, stooping, and full range of body movement. The office environment noise level is usually quiet.

HOW TO APPLY

Submit cover letter, City of Anderson application, resume, and names of three references, by 5:00 p.m., February 3, 2012. POSTMARKS, EMAILS AND FAXES NOT ACCEPTED. Applications and Job Flyers may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Anderson, CA 96007. (530) 378-6646 or downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

Upon receipt of completed application materials, each candidate's education and experience qualifications will be evaluated. The selection process may consist of a qualifications appraisal, a written examination, and an oral evaluation, or any combination of the above appropriate to the number of applications received.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid days per year.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	2.7% @ age 55 supplemental to Social Security; credited sick leave. City pays both employer and employee share.
Medical:	Group insurance plan covers employees and dependents, including life insurance, medical, dental, and vision. City pays 93.3% of monthly premium. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.