

City of Avalon

Employment Opportunities



Invites applications for position of: **Senior Accountant**

SALARY: **\$31.49 - \$38.37 Hourly**
 \$2,519.20 - \$3,061.60 Bi-Weekly
 \$65,496 - \$79,610 Annually

OPENING DATE: **08/12/2021**

CLOSING DATE: **09/12/2021**

ABOUT THE POSITION:

DEFINITION

Under general supervision, records transactions; reconciles bank accounts, general ledger accounts, and subsidiary accounts; prepares financial, statistical and analytical reports for the Finance Director and City Staff; assists in the budget preparation; collects accounts receivable; conducts internal audits; assists in the coordination of the external audits; cross-trains in all areas of the Finance Department; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. May exercise technical and functional supervision over Accounting Technicians and other Finance Department staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires knowledge of governmental accounting practices and procedures, and thorough knowledge of Generally Accepted Accounting Principals (GAAP).

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The City, at its discretion may add, modify, change or rescind work assignments as needed

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including daily, monthly, quarterly, and year-end reporting, budgetary reports, assisting in the preparation of the basic annual financial report, and preparing other documents and management analysis.
- Monitors expenditures, revenues, and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.
- Monitors contracts and prepares reports comparing actual expenditures to authorized expenditures.
- Ensures City Staff adherence to the City's procurement policy.
- Verifies accuracy of payroll batches before finalizing payroll.

City of Avalon

Employment Opportunities



Invites applications for position of: **Senior Accountant**

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Prepares journal entries.
- Reconciles general ledger, subsidiary, and bank accounts and resolve discrepancies
Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Prepares monthly and quarterly financial statements for Department Heads; prepares numerous monthly financial reports and special reports as needed.
- Alerts the Finance Director of any internal control weaknesses.
- Ensure that required periodic payments and reports are completed timely.
- Review monthly tax income, investigating discrepancies and delinquent payments.
- Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Maintains and monitors the City's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Receives and tracks property tax payments; ensures that property tax bills are remitted to the proper City departments for payment authorization.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Assists in the coordination of external audits by analyzing and scheduling general ledger accounts and providing information for auditors.
- Assists with daily, monthly, and quarterly cash reporting and projections.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Tracks and collects accounts receivable.
- Cross-trains in all functions of the Finance Department.
- Conducts audits to monitor adherence to internal controls.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Protects organization by keeping information confidential.
- Performs other duties as assigned.

QUALIFICATIONS

Proficient in:

- Generally Accepted Accounting Principles (GAAP).
- Modern office equipment, computers, and software applications
- Microsoft Excel
- Reconciling general ledger, subsidiary ledger, and bank accounts
- Data importing and exporting
- General math skills
- Analyzing financial data and draw sound conclusions.
- 10-Key calculator
- English grammar, spelling, vocabulary, and punctuation

City of Avalon

Employment Opportunities



Invites applications for position of: **Senior Accountant**

Knowledge of:

- Government Accounting Standards
- Microsoft Office Suite
- Collections of Accounts Receivable
- Techniques for providing a high level of customer service by effectively communicating with the public, vendors, contractors, and City staff.

Ability to:

- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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:

Graduation from an accredited four-year college or university with major coursework in accounting, business, or public administration and at least two years of accounting work experience; or

Two or more years of college and at least six years of progressive accounting work experience.

License:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

City of Avalon

Employment Opportunities



Invites applications for position of: **Senior Accountant**

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

This is a broad classification and individual duties will vary depending on area of assignment

SELECTION PROCESS:

Employment application and supplemental questions must be completed. Resumes will not be accepted in lieu of a City application. Applicant must be specific in describing qualifications for this position on application. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best related to the listed position(s) will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance. Supplemental questions are located on page 5 through 9 of this job announcement.

**Application packets may be submitted to:
Stephanie Campbell, HR Analyst II
P.O. Box 707
410 Avalon Canyon Road
Avalon CA 90704**

By email: HR@CITYOFAVALON.COM – Last day to submit 09/12/2021 5:00 PM

Equal Opportunity Employer

The City of Avalon is an Equal Opportunity Employer. It is the policy of the City of Avalon to provide employment opportunities for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

Reasonable Accommodations

The City of Avalon is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, **in writing**, at the time when the employment application is submitted.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

City of Avalon

Employment Opportunities



Invites applications for position of:
Senior Accountant

City of Avalon
P.O. Box 707
410 Avalon Canyon Road
Avalon, CA. 90704
HR email: hr@cityofavalon.com

Applications emailed, mailed, or hand delivered to City Hall
Completely fill in the application. Attach resume to application, but do not write "See resume" on any application sections.

Date		Position:	Senior Accountant – Full Time
-------------	--	------------------	--------------------------------------

APPLICANT INFORMATION			
Last Name	First	M.I.	Cell #:
Mailing Address			Phone #:
City	State	ZIP	
Personal Email			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Driver's License	State	Expiration Date	

EDUCATION	
High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> What Year	Degree
Other	Address

City of Avalon

Employment Opportunities



Invites applications for position of:
Senior Accountant

Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> What Year	Degree
---	--------

REFERENCES

LIST THREE WORK RELATED REFERENCES

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company	Address	
Job Title	From	To present
Reason for Leaving		
Company	Address	
Job Title	From	To
Reason for Leaving		
Company	Address	
Job Title	From	To

City of Avalon

Employment Opportunities



Invites applications for position of:
Senior Accountant

Reason for Leaving		
Company	Address	
Job Title	From	To
Reason for Leaving		
MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE	
IMPORTANT: CERTIFICATE OF APPLICANT	
I hereby certify that all statements made in this application are true and complete, and that any misstatement of material facts may subject me to disqualification or dismissal.	
Signature	Date



**Supplemental Questionnaire
Senior Accountant**

Instructions: Each candidate must complete this Supplemental Questionnaire as part of the application and screening process. Initial evaluation of your qualifications for this position will be determined by your responses and the manner in which you respond to these questions, in addition to the information you provide on your employment application and or resume; these will also be used to assess your experience, knowledge, skills and abilities relative to the needs of the City. Please answer all four questions, place your name at the top of each written page. Your answers must be clear and concise.

1. Briefly describe your governmental accounting experience, including a description of payroll-related functions performed and or/supervised.
2. Describe your experience in the following five areas:
a. Bank and Accounting Reconciliation
b. Financial and statistical reporting
c. Fixed Asset Management

City of Avalon

Employment Opportunities



**Invites applications for position of:
Senior Accountant**

City of Avalon

Employment Opportunities



**Invites applications for position of:
Senior Accountant**

City of Avalon

Employment Opportunities



**Invites applications for position of:
Senior Accountant**

1.