



# City of Sanger California

## EMPLOYMENT OPPORTUNITY

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

### SENIOR ACCOUNTANT

**CURRENT SALARY RANGE:** \$4,268 - \$5,187/month + excellent benefits

**APPLICATIONS MAY BE FILED AT:** PERSONNEL DEPARTMENT  
SANGER CITY HALL  
1700 7<sup>TH</sup> STREET  
SANGER, CALIFORNIA 93657

**FILING DEADLINE:** Tuesday, February 18, 2014 by 5:00 PM

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

#### **DEFINITION:**

Under general supervision, to perform advanced and complex professional accounting work maintaining and assisting with the planning, organizing, analysis, and auditing of the accounting and financial transactions of the City; to prepare financial and accounting reports; acts as department head in the absence of the Finance Director; and to do other related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the advanced professional level in the accountant series. This level is distinguished from the accountant in the variety of administrative tasks and independence in performing the assigned responsibilities. Work is normally reviewed on completion for overall results. Acts as a lead technical resource to other staff and may be involved in training and supervising others. Responsibilities may vary depending on the assigned area.

**Equal Opportunity Employer**

## Senior Accountant

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### EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Performs a wide range of general accounting functions such as:

- Supervise and participate in all aspects of the City's accounting activity as assigned.
- Assist in the planning, development and record keeping of accounting and financial procedures and systems.
- Analyze and research complex financial transactions to provide proper accounting treatment in accordance with Generally Accepted Accounting Principles (GAAP).
- Coordinate City-wide budget preparation and administration including the analysis of budget submittals; the estimation of anticipated revenues; analysis of departmental expenditures; the preparation of fund balance projections; and other budget related functions as assigned.
- Supervise and participate in a wide array of fiscal activities including administration of bond issues and assessment districts, and participation in the City investment process.
- Coordinate the fiscal year-end audit activities, including preparation and review of the Comprehensive Annual Financial Report.
- Perform reconciliation of general ledger accounts, reports and other financial transactions.
- Prepare grant accounting reports and other governmental reports, as required.
- Supervise and participate in auditing accounting systems and procedures to ensure proper internal control and compliance with policies; review and approve journal entries made by subordinates.
- Prepare and record recurring and adjusting journal entries.
- Understand, interpret, and apply general accounting and auditing principles, procedures, and methods, to develop, maintain, and audit financial and statistical reports.
- Convert and provide ongoing maintenance of automated accounting systems.
- Supervise and train technical and clerical staff as assigned, assign and prioritize work activities, recommend methods and procedures, assess performance and make salary recommendations.
- Review and audit account work related to payroll, accounts payable, accounts receivable, business licensing, utility billings and other related functions.
- Participate on special teams or committees involving other departments and/or outside agencies.
- Interface with and serve finance representative at interdepartmental and professional meetings as required.
- Respond effectively to public inquiries and complaints.
- Perform other related work as assigned.

## Senior Accountant

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### **DESIRABLE QUALIFICATIONS:**

#### Knowledge of:

- Principal and practices of accounting (including working knowledge of all pertinent Governmental Accounting Standards Board requirements), budgeting, auditing, financial reporting and administration as practiced in municipal organizations.
- Applicable federal, state, and city laws, regulations, and policies related to assigned work.
- Principles of supervision, training and office management.
- Cash handling fundamentals and reconciliations.
- Automated accounting systems and general office applications, including word processing and spreadsheets.
- Methods and techniques of statistical and financial analysis, auditing and report presentation.
- Principles and practices of accounting, budgeting, and administration.

#### Ability to:

- Perform complex accounting activities with minimal supervision.
- Communicate clearly and concisely both orally and in writing.
- Audit and analyze accounting systems and procedures to determine compliance with applicable laws, and regulations and policies.
- Develop and implement efficient accounting procedures.
- Coordinate, analyze and reconcile complex financial data and transactions.
- Supervise, train and evaluate professional and/or clerical staff.
- Establish and maintain cooperative working relationships with employees, outside agencies and the public.
- Classify fiscal documents and transactions.
- Perform statistical and financial analysis.
- Review accounting controls and accounting records for accuracy.
- Conduct internal audits.
- Use various software applications such as Windows and Microsoft Office with proficiency.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response in changing situations and needs.
- Work well under pressure to meet deadlines.

# Senior Accountant

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## MINIMUM QUALIFICATIONS

### Experience and Education:

Any combination equivalent to three years of professional level accounting experience that could likely provide the required knowledge and abilities to perform the duties of the position and a Bachelor's degree from an accredited college or university in the field of accounting or business or public administration including course work in accounting, cost accounting and auditing is qualifying. Municipal accounting experience is preferred.

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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 physical, 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](http://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

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.