

CITY OF SELMA EMPLOYMENT OPPORTUNITY

Senior Accountant

Finance Department

SALARY RANGE: \$5,689.00 to \$6,915.00 per month

FINAL FILING DATE: Open Until Filled

THE JOB: Under general supervision, performs a wide range of complex professional accounting work including the review and maintenance of accounting records and systems; cost and revenue analysis; development and modification of accounting systems; audits of accounting records and procedures; financial analysis and review; supervises lower-level accountants, accounting specialists, and account clerks; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs the most complex and specialized professional accounting, financial, and fiscal work.
- Supervises lower-level accountants, accounting technicians, and account clerks; supervisory duties include recruiting, interviewing, training, evaluating, and disciplining subordinate staff.
- Consults and confers with department management regarding accounting, financial, and fiscal policies, procedures, rules, and regulations.
- Develops, reviews, evaluates, and maintains accounting, financial, and fiscal records and systems; modifies systems as necessary.
- Audits accounting, financial, and fiscal records, procedures, and systems.
- Performs complex and specialized cost and revenue analysis; conducts cost surveys and prepares revenue projections and recommendations.
- Prepares financial statements and reports and ensures conformance with generally accepted accounting principles, financial statistical reports, requests for proposals and quotations, and other reports.
- Develops, evaluates, and modifies manual and/or automated financial, accounting, and fiscal systems.
- Performs a wide variety of cost accounting related to supplies, materials, equipment, and labor costs.
- Responsible for technical supervision and coordination of payroll processing operations, including review of biweekly payroll prior to issuance.
- Coordinates the maintenance of the accounts receivable and payable systems.
- Interprets and administers the City's business license ordinance.
- Maintains budgetary data within the financial system and assists with the preparation of the annual budget.
- Provides effective customer service and ensures staff provide effective customer service.
- Prepares a variety of correspondence, memorandum, letters, reports, and materials

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of professional accounting principles, techniques, and procedures relating to both municipal accounting and auditing of governmental functions.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of computer systems and procedures.
- Ability to plan, assign and coordinate the work of employees performing complex assignments relative to financial operations and office procedures.
- Ability to apply professional accounting principles, knowledge, and skills to the maintenance of complex fiscal and accounting records.
- Knowledge of modern fee collection techniques including utilization of computerized billing systems for billing, collection, reporting and delinquency follow-up.
- Knowledge of word processing and extensive knowledge of computer systems and procedures.
- Knowledge of supervisory management techniques and budgetary procedures.
- Knowledge of modern motivational techniques and strategies needed for a diverse workforce.
- Ability to interpret and implement provisions of municipal ordinances and regulations pertaining to utility services, such as water, sewer and solid waste.

- Ability to plan, assign, and coordinate the work of employees performing complex assignments relative to operations and office procedures.
- Ability to apply a strong emphasis on customer service balancing the legal requirements of the Selma Municipal Code with the unique circumstances each potential customer brings.
- Ability to develop office procedures and policies that promote good customer and employee relations.
- Ability to establish and maintain effective working relationships. Ability to communicate orally and in writing.
- Ability to apply professional billing and collection principles, knowledge, and skills to the maintenance of complex accounts and records.
- Ability to understand that citizens, City staff, and the City Council are all "customers".

REQUIRED TRAINING AND EXPERIENCE:

Education: Possession of a bachelor's degree in accounting, finance, business administration, economics, or a closely related field with at least 24 semester units or 36 quarter units of accounting coursework that is acceptable with the United States' accredited college or university system.

Experience: Three (3) years of full-time, paid professional accounting work experience equivalent to that gained as an Accountant with the City of Selma or two years of supervisory experience, preferably in a public sector organization. Additional qualifying experience may be substituted for education at the discretion of the hiring authority.

License: Possession of a valid California driver's license.

PHYSICAL REQUIREMENTS: *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.* Above-average finger and hand dexterity; stand and walk and sit for extended periods; ability to clearly communicate; lift and move objects weighing up to 25 pounds; use of computers and various office equipment. Requires high levels of concentration for extended periods of time in writing, resolving problems and negotiating; physical effort is minimal but constant.

Selection Process:

Job applications and resumes will be reviewed and evaluated and those candidates who appear to be the best qualified will be invited to participate in the interview selection process.

Public Employees Retirement System:

The City is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012 currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013 who are considered a new member of CalPERS per PEPR regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.

Insurance:

The City provides health, vision and dental insurance for the employee and the employee's qualified dependents. The City also provides \$100,000 life insurance coverage for the employee, as well as long term disability coverage. Some plans do require a minimal contribution by the employee.

Deferred Compensation Program:

A deferred compensation program through Fidelity and ICMA are available to all employees.

Holidays:

The City observes 13 holidays per year, including a floating holiday for the employee's birthday.

Vacation:

Vacation Leave begins at 12 days annually, increasing to 24 days based on years of service.

Sick Leave:

Sick leave is accrued at 12 days per year.

To Apply:

Applicants must submit an application and résumé including education, experience, and qualifications to: CITY OF SELMA HUMAN RESOURCES 1710 Tucker Street, Selma, CA 93662. (559) 891-2200. EOE.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.