Employment Opportunity
ACCOUNTANT

Filing Review Deadline: 12:00p.m., October 27, 2016

THE POSITION

Under general direction, an Accountant performs a variety of intermediate-level accounting work related to municipal fund accounting. Performs a full range of tasks involving all aspects of accounting, financial administration, financial reporting, purchasing and budgetary analysis; performs related duties as assigned. This position is non-exempt from the overtime provisions of the Fair Labor Standards Act.

EXAMPLES OF DUTIES

- Participates in planning, developing and implementing City accounting and financial record-keeping procedures and systems; maintains accounts and records in a complex automated system; prepares or reviews revenue and expenditure source documents for entry; classifies revenue and cash receipt items; prepares journal entries and budget adjustments.
- Participates in budget preparation; reviews budget requests submitted by other departments; compiles information; monitors variances monthly, yearly and as needed; makes recommendations as necessary; assist in preparation of year-end closings and accompanying financial reports.
- Assists with the coordination of all audits of financial records with external auditors; prepares all audit schedules and work papers; recording and maintaining appropriate controls for fixed assets; assists in the preparation of year-end financial statements and supporting supplemental schedules as well as financial reports for submission to State Controller and other agencies.
- Maintains and reconciles the City's general ledger; prepares monthly and year-end journal entries; performs monthly accounting and bank/investment reconciliations; prepares and distributes departmental reports.
- Prepares a variety of financial and statistical reports; locates and compiles information; determines proper format for finished reports; analyzes accounts and presents results.
- Provides assistance to management and City staff regarding financial and budgetary matters; researches and analyzes technical data.
- Prepares and reviews payment and purchase order requisitions and verifies fund availability
- Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies which may require the use of judgment; corresponds with vendors, businesses, or the public according to established procedure; coordinates and manages miscellaneous billings and collections.
- Communicates clearly and concisely, both verbally and in writing; apply theory, practices, principles and terminology common to municipal accounting and investments.
- Knowledge of payroll processing, laws and regulations and related functions.
- Ability to interpret and implement City's Municipal Code, Purchasing, Accounts Payable and cash receipts policies.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, accounting, or closely related field required.

Experience:

Two years of increasingly responsible professional accounting experience.

Knowledge of:

- Municipal accounting and finance administration principles, practices, and systems to include debits, credits, encumbrances, journal entries, and auditing; municipal budgeting processes; cost accounting methods and cost allocation techniques; internal control methods and procedures; auditing principles, standards and procedures used in examining accounts and records;
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, and database management.

Ability to:

- Understand and apply laws, rules and regulations to specific accounting and financial transactions.
- Analyze and interpret financial data and accounting records and determine logical conclusions.
- Recognize and install improvements in financial record-keeping systems; conduct departmental audits.
- Communicate effectively both verbally and in writing.
- Operate a variety of office equipment; establish and maintain cooperative working relationships with those contacted in the course of work.
- Remain seated and work at a video display terminal for prolonged periods and file documents in various locations and heights.

RECRUITMENT INFORMATION

THE CITY

The City of Goleta is located adjacent to the University of California at Santa Barbara, the City of Santa Barbara, the Pacific Coast, and the Santa Ynez Mountains. The relatively young city is a General Law City with a Council-Manager form of government. The Goleta City Council consists of five council members, one of whom is chosen to serve as mayor for a one-year term. A diverse community of approximately 30,000, the City includes both older areas and new development, a strong retail sector and multiple business parks.

SELECTION PROCESS

Applicants meeting or exceeding the minimum qualifications will be invited to participate in the examination process which may include written and/or oral examinations or other selection procedures deemed appropriate by the City. All offers of employment are contingent upon the candidate successfully passing a drug screening, and passing a pre-employment background check including fingerprinting via the Livescan process.

APPLICATION PROCESS

A City employment application must be completed. Original applications may be submitted by mail to the Human Resources Office, City of Goleta, 130 Cremona Drive, Suite B, Goleta, CA 93117. Completed PDF applications may be emailed to jobs@cityofgoleta.org. Resumes may be attached to your application but will not be accepted in lieu of the application.

Phone (805) 961-7500 for an application and additional information or visit the City website at www.cityofgoleta.org.

The City of Goleta does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. If you feel you have a need for special testing arrangements due to a disability, please contact the City at the above address.

The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this employment announcement may be modified or revoked without notice.

The City of Goleta is an EEO Employer

EMPLOYEE BENEFITS

SALARY: $5,524 – $7,051 per month.
9/80 WORK SCHEDULE: Optional.
HOLIDAYS: 12 fixed holidays, one floating holiday.
VACATION: 10 days per year, accrued.
SICK LEAVE: 12 days per year, accrued.
FLEXIBLE BENEFIT PLAN: The City provides a monthly Flexible Benefit Plan allowance of $1,245 for the payment of health, dental, and vision insurance premiums through the City's benefit program or $950 for participation in a qualified plan elsewhere.
LIFE INSURANCE: Benefit level equivalent to annual salary. Premium paid by city
LONG-TERM DISABILITY: Paid by City.

RETIREMENT PLAN: The City participates in the California Public Employees' Retirement System (PERS) and does not participate in Social Security. New PERS members receive the 2% at age 62, average of 3 years' final compensation benefit level and contribute 6.25% of their salary to pension costs. Classic members receive the 2% at age 55, single-highest year benefit formula and pay 7.00% of their salary toward pension costs
DEFERRED COMPENSATION PLAN: Employee-paid ICMA 457 Plan is available.
FLEXIBLE SPENDING ACCOUNT PROGRAMS: Employee-paid Flexible Spending Account Programs for medical and dependent care expenses are available.