



JOB OPPORTUNITY

ACCOUNTANT

**Salary Range (32) \$4,875 - \$5,932/Monthly
Plus Full Benefits**

Application Deadline: 5:00 p.m., April 16, 2013

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under the supervision of the Finance Director and Accounting Manager, provides highly responsible, professional and technical work in the preparation and maintenance of various fiscal, financial and statistical records and reports requiring independent use and implementation of technical accounting principles and procedures. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists the Accounting Manager in the preparation of the annual budget for the City, Housing Authority and its operations; prepares various budget schedules, such as projections of salary and benefits, and compiles, audits and reviews various data related to the annual budget.
2. Assists in the preparation and review of the Comprehensive Annual Financial Report (CAFR) and annual year-end audit for the City, and Housing Authority. These duties involve the various year-end closing entries for all funds presented in the CAFR.
3. Reconciles monthly bank statements for the City. Prepares and files federal and state income tax records and reports including quarterly reports, W2s and 1099s.
4. Records interest earnings on investments in the City's combined portfolio and individual investments held by the City, and Housing Authority and performs the allocation and distribution of interest earnings.
5. Assists the Accounting Manager in day-to-day investing in the State Treasurer's Local Agency Investment Fund and in the development of bond issues. Prepares and distributes monthly financial reports to staff and provides assistance to the staff as it pertains to these monthly reports.
6. Oversees and assists in the daily operations of the Finance Division including accounts payable, payroll, purchasing, cash receipting and business licensing. Develops and maintains detailed operating procedures for every finance function.
7. Oversees and provides training and technical assistance to finance and City staff as it relates to accounting principles; operations, policies, and the installation and use of the City's financial software.
8. Audits, reconciles, balances or adjusts accounting records; researches and resolves problems; maintains accounting controls. Prepares fiscal records and reports which are accomplished by compiling, calculating and input of accounting and statistical data in accordance with specific reporting formats and fundamental accounting principles.



JOB OPPORTUNITY

9. Prepares statistics and accounting control records such as ledgers, registers, journals, journal entries, posting to general or subsidiary ledgers, closing and balancing accounts; maintains related files and various bank balances and deposits.
10. Responds to inquiries that involve searching for abstract technical data and explains related laws and regulations or established policies, practices or procedures. Develops methods to resolve problems or discrepancies in accordance with the established guidelines.
11. Performs other duties as assigned. The position is a demanding one and often requires more than 40 hours per week.
12. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Graduation from high school is required and required college-level courses include Principles of Accounting, Governmental Accounting, Governmental Budgeting and related classes such as spreadsheet software, Computer Accounting, Cost Accounting, Introduction to Business, Principles of Management, Business Law and Statistics. Candidates with four-year degrees in Accounting and/or CPA license and extensive governmental accounting experience are highly desirable. The ideal candidate will have five years' experience working for or with governmental agencies.

Knowledge, Skills and Abilities

Considerable knowledge of principles and practices of governmental accounting and financial record keeping, as well as supervising general office operations. Must be self-motivated and have the ability to perform independent research to develop solutions. Skill in the operation of a variety of office and computer equipment and software, including Microsoft Outlook, Word, Excel 10-key calculator by touch, spreadsheet and word processing applications. Ability to understand, interpret and apply the fundamental principles of accounting, related City policies and procedures; understanding of the relationship among accounting records and documents and the ability to reconcile information in financial records; prepare financial reports and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; communicated effectively, both orally and in writing; establish and maintain cooperative working relationships with City staff and elected officials.

SPECIAL REQUIREMENTS

Must be bondable. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

High volume workload with some pressure in assisting the public. Ability to interpret and explain actions to the public, staff and City officials.



JOB OPPORTUNITY

Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, various computer printers.