City of Fullerton Invites Applications For

ACCOUNTANT II

$4,850- $6,189 PER MONTH

PLUS BENEFITS & CITY-PAID RETIREMENT

A completed City of Fullerton application and supplemental questionnaire must be received in the Human Resources Department no later than ~~**THURSDAY, SEPTEMBER 26, 2013 AT NOON.**~~ **FRIDAY. OCTOBER 18. 2013 AT NOON.**
REVISED DEADLINE

POSITION

Under general supervision, performs a variety of professional accounting and auditing duties, prepares financial reports, statements and analyses and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Principles, practices and procedures of accounting and auditing; posting ledger and journal activities; methods of research and analysis; inventory control procedures; English usage, spelling, grammar and punctuation; computer applications as they relate to area assigned; business math; municipal budget and accounting systems; principles and methods of public finance; computerized financial accounting systems.

Ability to: Communicate effectively orally and in writing; learn and apply City policies, procedures and systems governing financial administration; prepare clear and concise financial reports; understand and carry out oral and written instructions; exercise independent judgment and handle multiple projects and tasks; establish and maintain effective relationships with those contacted in the course of work; make accurate mathematical calculations; operate a personal computer and use applicable software programs; analyze and assemble data and prepare reports; analyze and reconcile complex financial data and transactions; and prepare comprehensive and concise accounting and statistical reports.

Education/Training/Experience: A Bachelors Degree in Finance, Accounting or a closely related field from an accredited college or university and two years of professional accounting experience, preferably for a municipality or other governmental agency

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible and extended schedule to accommodate City needs.

Operate adding and calculating equipment with speed and accuracy.

EXAMPLES OF DUTIES: Posts to, balances and reconciles the General Ledger and subsidiary accounts; examines, analyzes and verifies a wide variety of financial documents for accuracy and compliance with established procedures; audits cash receipts, cash disbursements, transient occupancy tax reports and records of City lessees and concessionaires; reviews City Council agenda items for financial accuracy; performs State, Federal and other agency reporting requirements; monitors and maintains records of the City's fixed assets; performs a wide variety of financial analyses duties and special projects; provides technical information and assistance to City departments; checks budget submissions for accuracy and analyzes proposed departmental budgets for variances; performs comprehensive financial studies and analyses and prepares reports and related correspondence; develops City-wide cost allocations and allocates costs to departments; prepares bank reconciliations for all City bank accounts; participates in the preparation of periodic financial reports to the City Council and City Manager; develops improved accounting controls and procedures; operates a computer and uses applicable software to record data, process information, make detailed on-line inquiries and generate financial reports; may provide

technical guidance to lower level accounting personnel; may explain and interpret accounting and fiscal policies and procedures to City staff, auditors and outside agencies; drives a vehicle on City business.

PHYSICAL REQUIREMENTS

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. An incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. An incumbent may drive a vehicle on City business.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION & SUPPLEMENTAL QUESTIONNAIRE**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by October 31, 2013.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS). Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, vacation benefits and tuition reimbursement of up to $2,500 per fiscal year for job-related education.

NOTE:

Candidates who successfully complete the assessment process for ACCOUNTANT II will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton (COF) employees (EEs), are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, COF EEs appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including COF non-regular EEs, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular COF EEs appointed to this position, will serve a one-year probationary period. Regular COF EEs promoted to this position will serve a six-month probationary period.

The Fullerton Municipal Employees Federation (FMEF) Memorandum of Agreement requires EEs to participate in the City's direct deposit payroll program.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

COF EEs are registered as Disaster Service Workers. If a disaster occurs in the City, EEs may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.cityoffullerton.com for a complete class specification.

Posted September 10, 2013

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.