City of Reedley

Accountant Position Opening

Accountant (FLSA Exempt)

General Duties:
The available position is considered mid-management and is expected to perform professional-level supervisory and accounting work in accounts payable, accounts receivable, payroll, financial analysis and reporting; Maintain and assist with the planning, organizing, analysis and auditing of the accounting and financial transactions of the City. The incumbent will possess solid knowledge of the fundamentals of accounting, and will be expected to prepare journal entries, complete grant reporting/ reimbursements, prepare bank deposits/reconciliations, maintenance of fixed asset records and assist with the preparation of the annual budget, annual financial audit/report, and year-end close out activities. The incumbent will act as the lead technical resource to other staff and as the Division Manager in the absence of the Accounting Manager. The incumbent will also have the opportunity to work in many functional areas of municipal government, including: Information Technology; HR/Payroll; Contracts Administration; Purchasing, Risk Management; Special District Administration; and Utility Billing & Collections.

Ideal Experience: Equivalent to three years of professional level accounting experience. A Bachelor's degree from an accredited college or university in the field of accounting, business or public administration including course work in accounting, cost accounting and auditing is qualifying experience in lieu of professional level accounting experience. Municipal accounting experience is preferred but not required.

Compensation & Benefits

Salary
$3,760 to $4,570 per month, depending on qualifications.

3.0% Certification Pay available for active CPA or CPFO.

Benefits
- ***Retirement:*** California Public Employees' Retirement System (2% @ 62). 2% @ 55 for Classic or reciprocal members.

– ***Medical***: Coverage for employee and eligible dependents; City premium contribution is 100% for Anthem Blue Cross HMO plan. Anthem PPO & Kaiser plans available with employee pre-tax premium contributions of $18 to $195/month, depending on family status.

– ***Dental/Vision***: 100% premium paid by City for employee and dependents.

– ***Life:*** $25,000 term paid by City

– ***Long-Term Disability:*** 100% paid by City.

– ***Social Security:*** City pays employee's share.

- ***Cash In-Lieu Program Available***

Leave/Holidays
- 12 Paid Holidays
- Administrative Leave - 5 days
- Sick Leave - 12 days
- Vacation - 12-20 days (credit for prior public agency service)
- Annual Vacation Buyback program

Application Process

To apply for this position, please send a completed City of Reedley employment application (available at reedley.com), your resume and cover letter including three (3) professional and two (2) personal references to the City of Reedley at the address provided to the right. Please contact Darla Bello, Management Analyst at (559) 637-4200 extension 240 if you have any questions regarding the application or recruitment process.

The City reserves the right to readvertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Equal Opportunity Statement

It is the policy of the City of Reedley to provide all persons with equal employment opportunities without regard to race, color, religion, gender (or pregnancy related conditions), national origin, marital status, disability, sexual orientation, age or any other protected classification under the provisions of Federal and /or California Law.

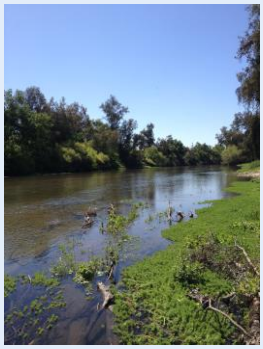
Application Details

Application Deadline: Friday, August 29, 2014 - 5:00 P.M.

Anticipated Start Date: November 3, 2014

Mailing Address:

City of Reedley
Administrative Services Dept.
845 G Street Reedley, CA 93654

Phone:
(559) 637-4200

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