



**CITY OF NORCO
EMPLOYMENT OPPORTUNITY
FISCAL & SUPPORT SERVICES**



SENIOR ACCOUNTANT

Full Time/Exempt, 36 hour work week, Monday-Thursday

SALARY: \$67,937 - \$82,577 annualized

THE POSITION:

Performs a variety of complex and professional accounting duties in municipal or agency finance; assists in monitoring the City's or agency's cash and investment activities, accounts payable, accounts receivable, payroll, business licenses, cashiering functions and expenditure budgets; monitor and report on various grants, capital improvement projects and fixed assets; participates in other professional and technical accounting work as needed.

TYPICAL DUTIES & RESPONSIBILITIES:

- Assists to perform a variety of professional accounting functions in the preparation of the City budget; develop a variety of reporting forms; compile budget data.
- Perform bank account reconciliations, verifying accuracy of recorded transactions; prepare related work sheets, cash balances, including a Weekly Cash Transactions Report and Quarterly Investment Report.
- Prepare the Recognized Obligation Payments Schedule for the City of Norco Successor Agency.
- Make complex or difficult adjusting entries and assist in closing the City's financial records at the end of the accounting period.
- Assists and prepares schedules and reports for City auditors for the year end audit; also, prepare schedules and reports to assist Measure A, Riverside County Transportation Commission and gas tax auditors; respond to and resolve questions from the auditor.
- Assists management staff in establishing and directing City-wide policies and procedures related to financial transaction and financial reporting.
- Coordinate control of grant revenues and expenditures; capital expenditure projects, and fixed assets with other city departments; ensure the accurate accounting of all related fund activity.
- Prepare and analyze monthly financial reports; notify departments when there are discrepancies; monitor cash balances in all funds; recommend adjustments as appropriate; advise and consult with management on accounting and budgetary concerns.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner. Additional interaction will occur with professional and technical consultants, a variety of individuals, public and private representatives, contractors, and vendors.

DESIRABLE QUALIFICATIONS:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Experience: Three (3) years of increasingly responsible professional accounting experience and some lead or supervisory experience would be desirable.

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

Knowledge of: Principles, practices and terminology of general, fund and governmental accounting, including financial statement preparation and methods of financial control and reporting; budgeting principles and terminology; grant accounting practices and reporting standards; fixed asset accounting and valuation practices; depreciation standards and cost accounting methods and procedures; operations and uses of integrated accounting software systems and spreadsheet applications.

PHYSICAL REQUIREMENTS:

Work is performed in an office environment. Requires vision (which may be corrected) to read small print. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires mobility to stand, stoop, reach, and bend. Sit for long periods while typing and using a computer. Performs lifting, pushing and/or pulling and lift up to 25 pounds for the purpose of lifting supplies or equipment. Requires the ability to move from place to place within the office and to reach for items above and below desk level.

CLASS CHARACTERISTICS:

This is a Middle Management, Professional, Confidential position within the City under the general supervision of the Accounting Manager. Employees in this class assume significant responsibility for the compilation and preparation of the City's budget; assist in closing the City's financials at the end of the fiscal year in preparation of the City's audit; prepare schedules and submit financial reports to City auditors and assist in answering any questions; routinely exercises technical and functional supervision over lower level clerical staff. The Senior Accountant provides complex accounting support to the City, ensuring that day-to-day accounting and fiscal activities are in conformance with accepted standards, and appropriate laws and regulations. Successful performance of the work requires a thorough knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines.

EMERGENCY SERVICES:

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

COMPENSATION & BENEFITS:

Salary - \$67,937 - \$82,577 annualized

(Most recent Mid-Management Resolution: www.norco.ca.us/hr)

Work Schedule: The City has a 36-hour work week. Four day schedule to be determined.

Retirement Benefits: The City participates in the California Public Employees' Retirement System (CalPERS).

Classic Member: 2.7% at 55, employee pays 8% of salary; three year final compensation
New Hires with no previous CalPERS/reciprocal retirement plan: 2% at 62, employee pays 6.75% of salary

Vesting Schedule for Retiree Medical Benefits for Employees and Dependents based on City and CalPERS service

The City does not participate in Social Security

Insurance:

Health Insurance: City pays up to \$1,250 a month for employee and dependent coverage (opt-out payment available); City provides \$20 per month towards Medical Savings Account (six month waiting period) tied to Flexible Spending Account

Dental Insurance: City pays 100% HMO employee and dependent coverage; PPO available (employee paid on a pre-tax basis)

Vision Insurance: City pays 100% employee and dependent coverage

Life Insurance: Paid by Employer (1x annual salary)

Optional Life, AD&D and Disability Insurance available

Leaves/Vacation/Holidays/other:

Administrative Leave: 48 hours per fiscal year; Pro-rated for new hires

Sick Leave: Accrues 8.1 hours per month

Vacation Leave: Accrual starting at 3.32 hours per pay period
(Buy-back options available)

Holidays: 11 paid holidays and up to three floating holidays (pro-rated for new hires)

SELECTION PROCESS: Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Final appointments will be subject to a selection interview

APPLICATION PROCESS/FILING PERIOD: Position open until filled. **Applicants must complete and submit a signed/original City of Norco Employment Application.**

Resumes are not accepted in lieu of application. City of Norco job applications may be downloaded at www.norco.ca.us/hr. Applications must be received by Human Resources. Enclose copies of any certifications, training, or degrees. This recruitment may close at any time without notice. Applicants may submit an application by walk-in, postal mail or drop-box in front of City Hall. Faxes or emails will not be accepted.

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

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.