



# CITY OF LOS ALAMITOS

## EMPLOYMENT OPPORTUNITY

### **PART-TIME SPECIAL PROJECTS COORDINATOR (WORKING TITLE – SENIOR ACCOUNTANT)**

#### **FILING INFORMATION:**

The deadline for the first review of applications is on Friday, October 28, 2016 at 4:00 PM. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) for employment application. Please submit all applications and resumes to: [HResources@cityoflosalamitos.org](mailto:HResources@cityoflosalamitos.org)

**SALARY RANGE:**        **\$38.20 to \$46.44 Hourly Rate**

#### **POSITION:**

Under general direction of the Administrative Services Director, the Senior Accountant will perform advanced and complex professional accounting work and will perform other related duties as assigned.

- This position is a part-time position with a schedule requirement of 15-25 hours per week.

#### **ESSENTIAL JOB FUNCTIONS:**

Duties may include but are not limited to the following essential job functions:

- Performs the reconciliation of City bank accounts on a monthly basis.
- Verifies, posts and records a variety of financial transactions.
- Reviews and approves accounts payable and payroll transactions.
- Assists with the development of the annual budget.
- Assists with year-end closing process and annual audit schedules.
- Performs and maintains the City's records for fixed assets.
- Prepares various annual and special reports in compliance with federal, state and local laws (e.g. Annual Street Report, M2 Expenditure Report, State Controller's Financial Transactions Report, etc.)
- Performs or assists with special projects, research, financial studies and analysis as requested by the Administrative Services Director.
- Perform other duties and responsibilities as required.

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of generally accepted accounting principles and practices and laws regulating public finance and fiscal operations.

Desirable skills and abilities include:

- Researching and analyzing financial data, drawing logical conclusions and preparing clear and concise reports.
- Using standard office computer programs, including spreadsheets.
- Communicating effectively both orally and in writing.
- Establishing and maintaining effective working relationships with other department staff, other City employees and the public.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- At least three years of accounting experience is required. Governmental accounting experience is desirable.
- Bachelor's degree from an accredited four year college or university with major course work in accounting, finance, business administration or a related field.

#### **ADDITIONAL INFORMATION:**

Part-time employees are employed "at will" and serve at the pleasure of the appointing authority. As such, their services can be discontinued without cause.

#### **SELECTION PROCEDURE:**

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*The City of Los Alamitos is an Equal Opportunity Employer and does not discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.*