



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

FINANCE ASSISTANT

FINANCE DEPARTMENT

FULL TIME POSITION

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application and resume for the first application screening by Friday, November 29, 2019. **POST MARKS WILL NOT BE ACCEPTED.** Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: Tier 1 per month \$4,286.53 to \$5,208.67
Tier 2 per month \$4,180.80 to \$5,080.40
Tier 3 per month \$4,076.80 to \$4,955.60

(tier range is based on your hire date, all new employees would be Tier 3)

POSITION:

The Finance Assistant is a member of the Finance Division. The position is responsible for a wide variety of accounting activities in the areas of Accounts Payable and Receivable. The position is also trained in the areas of payroll and employee benefits.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Finance Director is required to perform the following essential job functions:

- processes documents involved in financial transactions
- prepares and maintains financial and accounting records
- audits and processes daily cash collection and prepares the daily cash report and bank deposit
- monitors and records all accounts receivable utilizing a computer terminal
- orders supplies
- prepares checks and warrant register
- assist departments with purchasing information and account coding
- process annual Business Licenses for payment
- maintains fixed assets inventory
- performs financial analytical studies
- assists in preparation of the annual budget
- monitors city cash flow
- assists in the investment of idle city funds
- post journal entries
- responds to inquires from employees, outside agencies and companies, and the public
- assists in the preparation of payroll and business license renewals, as needed
- composes and types routine correspondence
- performs other duties as assigned by Supervisor

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to perform public sector accounting; knowledge and proficiency in the use of computer systems and related equipment; ability to prepare and process accounts payable and receivable; ability to prepare reports and communicate information to city departments, employees, other governmental agencies, outside companies, and the public; ability to organize and maintain a variety of files and records; and the ability to establish positive working relations with other employees.

DESIRABLE EXPERIENCE AND TRAINING:

Equivalent to completion of the twelfth grade (College Associate Degree is preferred) plus three years of general accounting experience, preferably in the public sector; or any combination of training and experience which may provide the required knowledge, ability and skill.

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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.