



**SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY**
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www.rcc911.org

Invitation for Applications for the Position of:

ACCOUNTANT

CLOSING DATE: JULY 19, 2019 at 8:00AM

MONTHLY SALARY (Steps A-E): \$6,322 - \$6,638 - \$6,970 - \$7,318 - \$7,684

JOB SUMMARY:

Under general supervision, performs professional accounting functions involving the preparation and reconciliation of payroll, purchasing, accounts payable and receivable, and accounting records; prepares accounting schedules and worksheets related to special projects and audits; and performs other related duties as assigned.

MAJOR DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Processes invoices for payment; inputs data on accounts payable, accounts receivable and payroll in computerized environment.
- Prepares and maintains complex accounting clerical records such as accounts payable, accounts receivable, general accounting and payroll.
- Verifies, reconciles, and inputs employee payroll records and prepares direct deposits; updates personnel status information and contribution rates; prepares and transmits various electronic files, tax forms and payroll records.
- Audits and reconciles daily cash report and journal entries, including cash receipts and disbursements.
- Determines if funds are available and expenditures properly classified; provides analysis of available funds at management request.
- Researches and analyzes transactions to resolve budget problems.
- Assists with preparation of annual budgets.
- Prepares and processes journal vouchers and month-end journal reports.
- Reviews and reconciles monthly bank statements.
- Analyzes invoices and purchase orders for authorized expenses and correct accounting codes.
- Analyzes accounting statements to compare actual and planned revenues; expenditures and sources of variance.
- Allocates interest payments.
- Accrues expenses to balance year-end expenditures.
- Develops and improves internal control policies and procedures with approval from management.
- Creates reports for State, Federal, and grants report filing purposes.

- Develops customized reports and spreadsheets. Provides detailed information to various departments and requesting agencies as needed.
- Participates in the preparation of annual financial reports and assists auditors in the preparation of annual audit reports.
- Ensures compliance with Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Board of Equalization requirements pertaining to vendor-related records; creates income reports for Federal and State filings.
- May provide work direction to accounting and administrative support staff to complete specific accounting projects and records.
- Provides guidance to administrative staff from various departments regarding accounting related procedures.
- May assist in conducting management, process and organizational studies including workflow analysis, revenue and expense forecasting, process re-engineering, and long range planning.
- May assist in conducting research and performing internal management audit reviews as directed by the Executive Director.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university, preferably with concentration in accounting, finance and/or closely related field.

EXPERIENCE:

- Two years of accounting experience in a professional or governmental agency is required. Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks, and working with computerized financial management systems is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP)
- Government Accounting Standards Board (GASB) guidelines and fund accounting
- Payroll, accounts payable, accounts receivable, purchasing, and cash management reporting practices.
- Federal and State payroll tax codes and filing requirements.
- Internal auditing methods and techniques.
- Local government accounting practices.
- Bank statement reconciliation procedures.
- Applicable Federal, State, and local laws and regulations.
- Computerized financial systems.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Process payroll, accounts receivable, and accounts payable invoices and checks.
- Prepare quarterly reports for Internal Revenue Service and Employment Development Department and year-end payroll reports including W2's and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports for the Executive Director, Executive Committee, and Board of Directors.
- Communicate clearly and effectively both orally and in writing
- Demonstrate proficiency in computer-based financial management and system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Provide excellent customer service to Authority members, clients, and constituents.
- Perform complex financial, statistical analysis using Excel and similar functions with computerized financial management systems.

BENEFITS:

- **Holidays and Leave:** Vacation 96 hours and sick leave 120 hours; 11 fixed holidays plus 56 hours of floating holidays and 48 hours of administrative leave.
- **Insurance:** Section 125 Cafeteria Plan \$1,200 per month medical and dental; premiums for vision and \$100,000 life insurance paid by the Authority.
- **Retiree Medical:** Depending on years of service, employees who retire from the Authority with at least ten years of service shall receive, per month, from date of retirement until age 65, \$40 for each year of service times the number of years of service within the Authority.
- **Tuition Reimbursement:** \$4,000 per year for college or university courses.

RETIREMENT:

- CalPERS 2% at 62 formula for new CalPERS members; OR 2% at 60 formula for existing "classic" CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency. Additional details on the Authority's retirement plan will be provided to candidates during the job offer process. For further information about CalPERS, please contact CalPERS directly.

PROBATIONARY PERIOD: There is a twelve-month probationary period.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING VIA EMAIL TO employment@rcc911.org.

1. Completed [job application form](#)
2. Supplemental Questions
3. Resume
4. Cover Letter

Please note that a resume alone will not be accepted in lieu of an application.

This is an open competitive recruitment process. This recruitment will remain open until Wednesday, July 19, 2019 at 8:00 AM. **The best qualifying candidates will be invited to a first-round interview.** Candidates will be notified as soon as possible if they will be scheduled for an interview.

VISIT OUR WEBSITE AT www.rcc911.org
TO OBTAIN ADDITIONAL INFORMATION, DOWNLOAD, AND PRINT OUT AN APPLICATION.
RETURN APPLICATION VIA EMAIL TO employment@rcc911.org



southbay911

Accountant - Supplemental Questions

1. Do you have a Bachelor's degree (or higher) in Accounting, Finance, Business Administration, or closely related field? (Yes/No)
2. Describe your experience and the functions you have been responsible for in performing professional level accounting work, including research, analysis and evaluation of accounting processes and procedures.

3. Please describe your payroll experience. Include in your response the number of employees of the agency, and a description of the most complex duties you performed and why they were complex. Type "N/A" if you do not have this experience.

4. Tell us about any research you have had to perform in an area in which you were not familiar. What resources did you use and how did you communicate your findings? Please indicate your job title, the employer where the experience was obtained, and the date(s) the work was performed. Type "N/A" if you do not have this experience.

5. What is your level of expertise with Microsoft Excel?
 - No Experience
 - Beginner - basic data entry, printing, formatting of cells, rows, & columns.
 - Intermediate- create and modify charts, filter & sort data, use of mathematical, statistical, and financial functions.
 - Advanced- work with Pivot Tables, manage Macro commands (concepts, planning, operations, execution, etc.), advanced functions (eg. VLOOKUP, IF, IS)