



# ACCOUNTING ANALYST

## Definition

Under general direction, organizes, analyzes and monitors disaster recovery projects to facilitated reimbursement of funds within the Town of Paradise; provides grants administration support; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs to document specifics needed for reimbursement, special projects, and studies and performs related administrative functions; and performs other related work as required.

## Examples of Typical Job Functions

(Illustrative Only)

***Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.***

- Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs.
- Coordinates reimbursement for disaster recovery projects, reviews, evaluates, and assesses methods and procedures and administrative support systems to ensure compliance with funding.
- Coordinates and performs work in administration, and reporting, including evaluating funding opportunities relative to Town policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Maintains and monitors the Town's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Monitors expenditures, revenues, and budget allocations to determine the Town's financial status and prepares custom reports, graphs, and schedules as needed.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Collects, complies, and analyzes information from various sources on a variety of specialized topics to related projects; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Advises and guides staff on the application of grant funding policies, regulations, and procedures.
- Serves as a liaison with employees and grant funding organizations pertaining to grant reimbursement submissions and future funding; provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management; provides recommendations on implementation and impact of changes.
- Negotiates project contracts and agreements; determines needs and requirements for contractual services; ensures legal and contractual provisions are included to protect the Town's interests; ensures contractor compliance with contractual provisions.
- Serves as a liaison for the division with other Town departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to the Town, committees, and task forces; participates in community events and workshops that provide public information regarding divisional projects and services.
- Confers with Town departments, elected officials, and outside agencies to define and develop strategies to achieve Town objectives.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in disaster recovery
- Monitors changes in laws, regulations and technology that may affect Town or divisional operations; implements policy and procedural changes as required.

# The Ideal Candidate

## Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Organizational and management practices as applied to the analysis and evaluation of projects, policies, procedures, and operational needs, principles and practices of agency administration.
- Project and/or program management, analytical processes, and report preparation techniques.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Administrative principles and practices, including goal setting, project development, implementation, and evaluation.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Town staff.
- Computers and software programs (e.g., Microsoft software packages)
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, setting priorities, and meeting critical time deadlines.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the Town and the assigned division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.

## Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee departmental administrative, budgeting and fiscal reporting activities as they relate to projects funded by grants.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.

## Education & Experience:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a closely related field and three (3) years of municipal government experience including grant development and administration.



## Benefits

Benefits provided by the Town of Paradise will be pursuant to the Confidential Group MOU for this position. Outlined below is a summary as at the time of recruitment.

PERS retirement plan (2% @ 60 for classic members, 2% @ 62 for new members)

Retiree Medical Equal to active EE contribution

Longevity 5% @ 10 yrs.  
up to 7.5% @ 15 yrs.

Sick Leave 96 hrs./yr.

Vacation Leave 0-4 yrs. = 100 hrs./yr.  
5-9 yrs. = 150 hrs./yr.  
10 yrs. & Over = 200 hrs./yr.

Bereavement Leave Up to 3 days each leave

Holidays 12 days/yr. and 28 hrs./yr.  
floating

Medical Plans\* PERS Medical Plan\*\*  
MetLife Dental  
Superior Vision

\*Employees pay a portion of premium for coverage

\*\*Deferred compensation in lieu of medical is an option

Short-Term & Long-Term Disability Plan

Life Insurance \$100,000

Deferred Comp (457) Available for EE Contribution

No Social Security participation

Gym Reimbursement \$120 per quarter

## Important Application Information

- For a complete job description please visit [www.townofparadise.com/hr](http://www.townofparadise.com/hr)
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) to the following address:  
Town of Paradise – Human Resources Department  
**Attn: Accounting Analyst**  
**5555 Skyway**  
**Paradise, CA 95969** or email to:  
[salvies@townofparadise.com](mailto:salvies@townofparadise.com)
- Application packets must include the following:  
[Town of Paradise Employment Application](#)  
**Resume and Cover Letter**

## Final Filing Date

**Wednesday, March 22, 2023 @ 5:00 p.m.**

Postmarks will not be accepted as proof of filing date.

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board interview process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

*The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.*

*The Town of Paradise is an Equal Opportunity/Affirmative Action Employer*

The pay rate for this position is:

**\$30.44 to \$38.85 hourly**

**Or**

**\$63,315 to \$80,808 annually**

Based on a 40-hour work week