



Accountant

Definition

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the Town's annual budgets; prepares and processes payroll; prepares year-end audit reports and schedules; and performs 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.

- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all Town employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits enrollment and withholdings, wage garnishments, workers compensation claims, accruals, longevity, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including payroll, year-end reporting, budgetary reports, assisting in the preparation of the comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analysis.
- Monitors expenditures, revenues, and budget allocations to determine the Town's financial status and prepares custom reports, graphs, and schedules as needed.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Analyzes and reconciles expenditure and revenue accounts, including bond accounts; reviews and processes appropriation transfer requests between accounts; reconciles bond statements and bank statements to the general ledger.
- Records and maintains appropriate controls for fixed assets, including Town-owned vehicles and land.
- Assists in the Town's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Maintains and monitors the Town's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Receives and tracks property tax payments; ensures that property tax bills are remitted to the proper Town departments for payment authorization.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Assists in the coordination of the annual audits.
- Assists with investments, portfolio management, cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other duties as assigned.

Class Characteristics:

This is a journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. Successful performance of the work requires thorough knowledge of payroll and governmental accounting practices and procedures, fund accounting, and fiscal management.

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.
- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town Staff.
- Modern equipment and communication tools used for business functions and program, project and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and one (1) years of responsible professional public agency accounting or payroll experience.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the Confidential Association 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.
7.5% @ 15 yrs.

Sick Leave 96 hrs./yr.

Vacation Leave 0-4 yrs. = 100 hrs./yr.
5-9 yrs. = 150 hrs./yr.
10 & 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
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) to the following address:
Town of Paradise – Human Resources Department
Attn: Accountant
5555 Skyway
Paradise, CA 95969 or email to: salvies@townofparadise.com
- Application packets must include the following:
[Town of Paradise Employment Application](#)
Resume and Cover Letter

Final Filing Date

Thursday, October 5, 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:

\$31.66 to \$40.40 hourly

\$65,852.80 to \$84,032.00 annually
