



Accounting Assistant I/II – Accounts Payable



THE POSITION

The City of Novato is seeking an Accounting Assistant I/II to provide Accounts Payable administration for the Finance Division. Novato is looking for a customer-service focused administrative professional with experience in financial and accounting principles and procedures. The Account Clerk I/II will report to the Accounting Supervisor and will work closely with City staff, outside vendors and the public.

FINAL FILING DEADLINE:
April 26, 2017 @ 5:00pm

To apply for this position, please visit www.governmentjobs.com

COMPENSATION

Acct. Assistant I: \$3,468-4,216/ mo.
Acct. Assistant II: \$3,816-4,638/ mo.
3.0% general wage increases scheduled for 7/1/17 & 7/1/18.

Placement in the salary and classification range is dependent upon qualifications & experience.

BENEFITS

Monthly contribution towards benefits up to \$1,775 per month based on enrollment level.

THE IDEAL CANDIDATE

The successful Accounting Assistant I/II candidate will be knowledgeable in basic and semi-complex accounting functions and will possess the ability to accurately and efficiently process bi-weekly accounts payable. The incumbent will have excellent oral and written communication skills and have the ability to work with all levels of staff, outside vendors and members of the community. The individual must possess an intermediate level skill base in computer programs such as Microsoft Word and Excel and will be comfortable and adept at learning new software. The position requires an individual who will fit into a Division that is enthusiastic, collaborative and creative.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience:

Accounting Assistant I: Some clerical accounting experience
Accounting Assistant II: Two years of accounting clerical work, processing accounts payable, accounts receivable or payroll.

Education:

Equivalent to completion of the twelfth grade. An Associate or Bachelor degree with an emphasis in accounting is desirable and may be considered in lieu of, or in addition to, work-related experience.

THE ADMINISTRATIVE SERVICES DEPARTMENT & FINANCE DIVISION

Finance provides for the various accounting and business service needs of the city. This includes general ledger maintenance, accounts receivable and payable, centralized purchasing, payroll, and business license activities, and preparation and maintenance of the annual city budget and detail budgets. Finance also prepares monthly, quarterly and annual revenue and expenditure reports, maintains cost accounting records, manages the annual external audit and prepares the city's Comprehensive Annual Financial Report (CAFR), and performs various internal audits. Finance also oversees reprographics for the city. The Finance Division team consists of five staff members, including the Finance Manager, Accounting Supervisor, Payroll/Accounting Technician and two Accounting Assistants.

ESSENTIAL AND IMPORTANT DUTIES:

- Perform clerical accounting work involved in the preparation of accounts payable and accounts receivable as well as maintenance and verification of accounting records.
- Open and close accounts; maintain various ledgers, registers and journals according to established account classifications.
- Audit invoices against purchase requisitions; research discrepancies; perform data entry to proper account.
- Audit various claims for payment; prepare for check processing; input data into system.
- Reconcile general ledger accounts with various registers.
- Provide backup for payroll, prepare payroll from time reports; verify accuracy of data
- Assist in reviewing, calculating, and processing payroll adjustments; assist in auditing and reconciling payroll register.
- Research and answer employee, department and vendor questions regarding the status of accounts and payments, the proper coding of transactions and other matters.
- Prepare a variety of financial statements and statistical reports.

DUTIES MAY ALSO INCLUDE:

- Prepare billings and related correspondence for accounts receivable; issue delinquent invoice notices when necessary.
- Verify, receipt and record all monies received; provide cashiering services; maintain cash register; prepare bank deposits; answer related inquiries.
- Accept business license applications; assist in the processing, billing and monitoring of payments; send required correspondence; maintain records on activities.
- Perform counter services for the public assisting in a variety of areas including refunds, business licenses and inquiries.

KNOWLEDGE OF:

- Principles of basic mathematics.
- Modern office practices, procedures, methods and equipment.
- Principles and practices of financial record keeping.
- Municipal accounting system requirements and procedures.

THE ABILITY TO:

- Maintain financial and statistical records.
- Operate an automated accounting system for payroll, payables, and licensing activities.
- Work independently in the absence of supervision.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, and disability insurance. The dental program is mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.