



# KWRA JOB FLYER ACCOUNTANT I/II

## **RECRUITMENT**

This is a new classification series and there is one opening with the Kings Waste and Recycling Authority. This recruitment is open to the public. The list established from this recruitment is valid for six months from the closing of the application date.

## **APPLICATION PERIOD**

The application period for this position opens at 12:00 am August 1 and closes Friday, August 16, 2019 at 11:59 am. Interviews will be scheduled for Tuesday, August 27<sup>th</sup>.

## **SALARY AND BENEFITS**

\$25.88 – \$34.89 per hour, DOE

- Comprehensive medical insurance administered by the County of Kings. Includes dental and vision coverage.
- Public Employee's Retirement System (PERS): The Authority contracts with PERS for this benefit and pays the employer and employee contributions for the "Classic" formula which is 2% @ 60. The "new member" or PEPRA formula is 2% @ 62 with the Authority paying for the employer contribution only.
- Holidays: 12 days per year.
- Sick leave: 12 days per year.
- Vacation: Two weeks per year for 0-4 years, three weeks per year for 5-14 years, four weeks per year for 15 years and beyond.
- Deferred compensation available with no employer contribution.

## **DEFINITION:**

Will perform technical level accounting and fiscal work in the establishment and maintenance of fiscal records; to analyze and improve accounting systems; and to do related work as required.

## **DISTINGUISHING CHARACTERISTICS:**

Accountant I is the entry-level class in the professional Accountant classification series. Incumbents perform routine technical level accounting and apply their knowledge in learning government accounting systems. Assignments are subject to close review during the process and upon completion.

Accountant II incumbents are expected to perform journey level accounting work. The work requires considerable knowledge of accounting principles and practices and the skill to readily apply this to accounting systems. The scope and instructions are provided at the beginning of assignments, but incumbents are expected to independently perform the work to completion.

## **SUPERVISION RECEIVED AND EXERCISED:**

Immediate supervision is provided by the Management Analyst, or a higher level management position within the department. Incumbent may provide supervision of Accounts Payable and Receivables staff.

### **TYPICAL DUTIES:**

- Prepares of a variety of written reports, including periodic and annual financial reports and statements and reports for submittal to the Board of Directors and management; prepares financial reports for State and Federal agencies;
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records.
- Assists in the development and implementation of departmental goals, policies and procedures related to accounting activities; establishes and maintains internal controls; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; cash and asset custody, ensures conformity to policies and accounting standards; and increases effectiveness of financial procedures.
- May manage, supervise, train and evaluate assigned staff; provides or coordinates staff training; provides expertise and direction to staff.
- Prepares financial forecasting and models, and prepares financial projections.
- Assists in the preparation of the Authority's annual budget and conducts costing projects.
- Prepares annual financial reports; ensures that complete accounting records are maintained on federal, state and other relevant sources.
- Assists in the development, maintenance and enhancement of computerized information systems for departmental functions.
- Responds to requests for information
- Prepares or directs the preparation of written procedures and policies.
- Provides management level assistance to the Director and Management Analyst
- Assists with or plans, directs, coordinates and reviews the work auditors.
- Provides direction for the posting, balancing and reconciliation of the general ledger and payroll processing
- Provides oversight for the collection and disbursement of Authority funds and revenues, in accordance with legal requirements and regulations
- Performs research and financial analysis, prepares a variety of financial reports and statements for federal, state, and other outside agencies and for other internal and external purposes
- Assists in the preparation of Requests for Proposal (RFPs) for equipment and services; represents the Authority in negotiations with vendors and service contractors, and participates in contract administration in disputed contractual matters
- Provide excellent customer service to both internal and external customers, maintain positive and effective working relationships with other Authority employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the Authority to be appropriate under applicable law.)

### **DESIRABLE EMPLOYMENT STANDARDS:**

#### **Minimum Qualifications**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

**Knowledge of:**

- Governmental accounting principles and practices.
- Budgeting principles and practices.
- Cost accounting.
- Proper use of tools and equipment used in grounds maintenance work.
- Methods used in proper housekeeping and maintenance of building and grounds.
- Maintenance and repair methods and practices.
- Safety practices and procedures.
- Math sufficient to take inventory, track supplies, and complete time sheets.

**Skill/Ability to:**

- Independently analyze and evaluate fiscal records and accounting problems
- Read and understand complex laws, regulations and fiscal and accounting manuals.
- Develop data and prepare reports of various types and complexity
- Make mathematical calculations rapidly and accurately
- Perform detailed work involving numerical data
- Skillfully operate a calculator and other office equipment used in connection with accounting work
- Maintain effective working relationships with subordinates, other employees and the general public
- Work primarily in a standard office environment including sitting at a desk operating modern office equipment, including computer equipment and up-to-date software programs, on the phone and in contact with others
- Regularly working with files and with general office equipment
- Drive a vehicle to other offices and sites
- Follow safe work practices as directed and trained.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major study in accounting, public administration, or business administration; including a minimum of 15 semester hours in accounting.

**Experience:**

A typical way to obtain the knowledge, skills, and abilities would be One (1) year of experience in accounting and financial records maintenance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California Class C driver's license.

## **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of Authority management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

### **Special Demands:**

Must be able to actively participate in public meetings, including giving presentations in person before the Board of Directors and members of the public. Work environment may regularly expose the incumbent to such conditions as: regular exposure to noise, dust and unpleasant odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; often works around moving vehicles and equipment; constant contact with staff and the public.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **NECESSARY CONDITIONS OF EMPLOYMENT REQUIREMENTS**

- Candidates selected will be required to pass a pre-employment drug and alcohol screening.
- A physical exam may be required to ensure the applicant's fitness for duty.
- Applicants must undergo a law enforcement background investigation and receive security clearance and maintain that clearance for the duration of employment.