

## EMPLOYMENT OPPORTUNITY

### ACCOUNTANT I

**Salary:** \$24.10 – \$34.05 Hourly  
\$4178 - \$5903 Monthly

**Job Type:** Full Time

**Department:** Finance

**Benefits:** Full Time Benefits Eligibility



#### The Position

Under direct or general supervision, 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 and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

#### Job Functions

- Examines and corrects accounting transactions to ensure accuracy; prepares journal entries and reconciles general ledger and subsidiary accounts.
- Assists in preparation of quarterly and annual financial statements, and footnotes; prepares numerous financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Monitors cash receipts and reconciles monthly bank statements.
- Assists in preparing audit schedules for external auditors and assists management during the annual auditing process.
- Inventories capital assets; maintains and updates capital asset, insurance, and bond activity accounting records; prepares related reports.
- Performs accounting and financial calculations and analysis.
- Provides training in the use of the Town's computerized financial system and assists departmental personnel with proper expenditure coding, document processing, and other accounting related activities.
- Reviews internal control procedures and makes process recommendations.
- Assists with special projects as required.
- Performs other duties as assigned.

#### Qualifications

Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field, and a minimum of (2) years of professional governmental accounting experience.

#### Selection Process

A completed Town employment application is required. **Recruitment will close on Tuesday, October 11, 2016 at 5:30 pm.** Apply online at [www.applevalley.org](http://www.applevalley.org). Applications may also be mailed to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to [humanresources@applevalley.org](mailto:humanresources@applevalley.org). The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.