



## EMPLOYMENT OPPORTUNITY

### Accounting Technician

**Salary:** \$ 21.84 Hourly

**Job Type:** Full Time

**Department:** Finance Department

**Benefits:** Benefits Eligible

#### The Position

Under general supervision, performs complex paraprofessional duties related to general accounting work, accounts payable, and payroll processing; maintains Town financial accounts and records and assists in the preparation of financial reports and analyses; provides responsible technical and clerical accounting support to professional staff; and performs related work as required.

#### Job Functions

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database and records a variety of periodic and special financial, accounting, and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of accounting and financial records.
- Provides information to the public or Town staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Performs a variety of general office support work, such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofreads and checks materials for accuracy, completeness, and compliance with Town and department policies and regulations.
- Processes contracts and bids, including maintaining complete and accurate records, auditing progress payments, and preparing the appropriate correspondence.
- Works with Town departments to assist in preparing a variety of tax forms, grant applications, and special reports.
- Interprets and applies Federal, State, and local laws and regulations concerning financial and statistical transactions and reports.
- Assists Assistant Finance Director with special projects as required.
- Performs other duties as assigned.

#### Qualifications

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework or specialized training in accounts payable, payroll, general accounting, or a related field, and three (3) years of experience that has included the maintenance, processing, and preparation of employee payroll and/or financial and accounting processing, and record keeping. Experience in a public agency setting is desirable. Some experience and/or training in the use of Microsoft Office Products and other modern software applications.

#### Licenses/Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

#### Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close on August 3, 2018 at 5:30 pm or once 25 qualified applications are received; whichever occurs first.** The successful candidate must pass a physical exam and Department of Justice background check. Applications are available at Town of Apple Valley, located at 14955 Dale Evans Parkway, Apple Valley 92307, or by visiting the jobs page of [www.applevalley.org](http://www.applevalley.org). Applications may be mailed or delivered 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.