



Town of
Apple Valley

EMPLOYMENT OPPORTUNITY

Finance Analyst*

Salary: \$38.53 – \$54.45 Hourly

Job Type: Full Time

Department: Finance Department

Benefits: Benefits Eligible

The Position

Under limited supervision, plans, organizes, coordinates, and leads staff engaged in various financial activities of the Town; performs related duties, as required. Receives direct or general supervision from the Director of Finance. Will likely exercise general and direct supervision over accounting, professional, and technical staff. (**Position subject to Council approval January 2019*)

Job Functions

- Plan, organize, coordinate and direct subordinate staff in the daily operations of various finance activities including, but not limited to, accounts payable, payroll, utility billing, cash receipts, and customer service.
- Develop and implement policies and procedures.
- Perform financial system functions including entering user-defined codes and settings, inputting and posting transactions, importing third-party system files, initiating and verifying system processes, researching data and processing reports.
- Initiate support cases and work with system support representatives to resolve financial system issues.
- Reconcile general ledger accounts and subsidiary ledgers.
- Prepare and enter journal entries.
- Review and approve financial transactions and journal entries.
- Track, reconcile, and submit payment of various taxes and fees, and process reports, files and returns due to state and federal government agencies.
- Prepare year-end entries, reconciliations, and reports; work with external auditors.
- Retrieve and prepare documents for response to public records requests.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from external entities or within the Town.
- Participate in external audits and assist in the preparation of the Comprehensive Annual Financial Report by gathering information, providing financial reports, preparing detailed reconciliations, updating related notes and responding to questions from auditors, including analytical review and internal control review.
- Oversee bond disclosure requirements and annual reports.
- Oversee and review the assessments, accounting, and monitoring of the Community Facility Districts (CFDs), including annual tax levies and budgets and bond disclosures.
- Performs other duties as assigned.

Qualifications

High school diploma OR GED equivalent; Bachelor's degree from an accredited college or university with major course work in Accounting, Finance or a closely related field AND five years government accounting experience, INCLUDING three years of controlling and decision-making experience OR an equivalent combination of education, training, and experience. Master's degree or possession of an active Certified Public Accountant (CPA) license is desirable.

License:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the Town of Apple Valley.

Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close on January 1, 2019 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. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status 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.