



## EMPLOYMENT OPPORTUNITY

<b>Senior Accountant</b>
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Salary: \$5,619 – \$7,939 Monthly

Job Type: Full-Time, Exempt

Department: Finance

Benefits: Benefits Eligible

**The Position**

Under general direction, 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.
- Assists in preparing audit schedules for external auditors and assists the Assistant Finance Director during the annual auditing process.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Performs complex accounting and financial calculations and analysis.
- Provides professional and technical guidance and training to Department staff in accounting, payroll, and budget administration.
- Prepares comprehensive financial and payroll activity studies, statistics, statements, and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the department, other departments, and external agencies regarding allocations and accounting issues.
- Recommends, interprets, and implements accounting policy and internal control procedures.
- Troubleshoots and resolves problems with the Town's computerized financial system.
- Assists management with special projects as required.
- Performs other duties as assigned.

**Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field, and four (4) years of professional governmental accounting and auditing. Budget and purchasing experience is highly desired.

**Selection Process**

A completed Town employment application is required by the close of recruitment, on **Wednesday, September 8<sup>th</sup>, 2021, at 5:30pm or once 20 qualified applications are received, whichever comes first.** Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.