



**EMPLOYMENT OPPORTUNITY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
30001 Ladyface Court, Agoura Hills, CA 91301 ♦ (818) 597-7300

**FIRST APPLICATION REVIEW DATE: THURSDAY, FEBRUARY 1, 2018**  
**OPEN UNTIL FILLED**

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**ACCOUNTANT**

Salary Range: \$5,943 - \$7,241/month

**Why Work for the City of Agoura Hills?**

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

**What You'll Do**

Depending upon assignment, duties may include, but are not limited to, the following:

- Review time records submitted by departments to ensure conformance with appropriate administrative policies and regulations; record hours worked, verify pay increases and computer file data for the current payroll periods; review and edit documents, correct errors and balance payroll for each pay period.
- Prepare tax returns, 1099 statements, and other reporting documentation related to payables and payroll matters; prepare manual checks; prepare or process benefit payments and calculate accruals; compile routine reports related to payroll activity.
- Process documents and perform data entry relating to accounts payable and accounts receivable; review and edit document and correct errors; prepare warrants, demand registers, and billings; reconcile accounts to the general ledger; maintain related files.
- Perform other accounting tasks assigned, such as reconciling and posting daily cash receipts; the preparation of journal and correcting entries relating to payroll, investment interest and deposits, accounts payable and receivable, and petty cash; assist in the execution of funds transfers/investments; perform research and prepare summaries or reports relating to fiscal activity; assist in the preparation of the City budget.
- Assist in the preparation of the Comprehensive Annual Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assist staff and city auditors with the pre-audit and audit.
- Respond to questions and provide information regarding established policy or procedures; provide liaison to vendors to resolve problems.
- Prepare journal entries on fixed assets and Construction in Progress additions/deletions; update the fixed asset subsidiary ledgers; prepare annual depreciation schedule; prepare fiscal year end reports on fixed asset balance sheet accounts.
- Operate the City's computer network system and function as liaison to the contract network manager. Coordinate the installation, operation, maintenance of the desktop equipment and peripheral; provide support for administrative software and computer equipment; troubleshoot user applications; perform daily backup procedure; and identify installed hardware and software problems.

## What You Bring

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field and five years of experience in accounting or a related field, which involved maintaining financial and statistical records, including accounts payable, receivable, or payroll records; two years of experience in a computer network system support field.

Considerable knowledge of the principles and practices of financial record keeping, including accounts payable, receivable, and payroll; general office procedures; related laws and ordinances. Skill in the operation of a variety of office equipment, including skill in performing data entry and the operation of a network system. Ability to understand, interpret, and apply the fundamental principles of accounting, related policies and procedures; reconcile differences within the record keeping system requiring and understanding of the relationship among accounting records and documents; understand and coordinate the operation of a computer network system; prepare manual and computerized financial reports, and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

## What We Offer

- **Retirement:** CalPERS retirement (2% @55 formula for classic members; 2% @62 for new members). The City does not participate in the Social Security system; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare.
- **Health Care Benefits:** Medical insurance is provided by the City for all full-time employees and their dependents up to \$1,594.55/month. Vision and Dental insurance also provided.
- **Short Term & Long Term Disability Insurance:** is provided by the City at no cost to the employee.
- **Life Insurance:** is provided to full-time employees by the City in the amount equal to 1 ½ times their annual salary.
- **Deferred Compensation:** The City will match up to \$70.00 per pay period towards employee deferred compensation contributions.
- **9/80 Work Schedule:** Employees are eligible to participate in a 9/80 work schedule.
- **Holidays:** Accrue 12 paid holiday per year. Sick Leave: Accrue 12 paid sick days per year. Vacation: 1-5 years of service = 80 hours; 6-10 years of service = 120 hours; 11 or more years of service = 160 hours.

## Are you ready? Apply!

Submit your application, supplemental questionnaire and resume online at [www.ci.agoura-hills.ca.us](http://www.ci.agoura-hills.ca.us) or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at [cbird@ci.agoura-hills.ca.us](mailto:cbird@ci.agoura-hills.ca.us). Applications materials will be screened on a continuous basis with the first application review date of **Thursday, February 1, 2018**. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

## Interview Process

Candidates with the most relevant qualifications will be invited to the oral board interview tentatively scheduled for Thursday, February 8, 2018. Candidates who pass the oral board interview may be invited to interview with Finance Department staff for a more in-depth discussion regarding the position and their qualifications for the position.

## The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) fingerprint check. A conviction history will not necessary disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).