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## EMPLOYMENT OPPORTUNITY

### ACCOUNTANT/ ACCOUNTING SPECIALIST II

#### FULL TIME

*Applications will be accepted on a **CONTINUOUS BASIS**. The **first review will be November 9, 2022, at 5:00 p.m.** However, **this recruitment may close at any time without notice**. Interested parties are strongly encouraged to submit application materials as soon as possible.*



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#### Exciting New Opportunities

The City of Agoura Hills Finance Team is currently hiring for two open positions. Appointments will be made dependent upon qualifications and experience.

#### ACCOUNTANT

\$6,812 - \$8,300 Monthly

#### ACCOUNTING SPECIALIST II

\$6,172 - \$7,520 Monthly

One position focuses on payroll and business licensing, while the other position focuses on accounts payable and cash receipting. With a small Finance Team and City, both positions will have the opportunity to assist in a wide variety of tasks, including budgeting, financial reporting, and grant accounting.

#### 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 are two outstanding opportunities to join a small but dynamic organization dedicated to serving the Agoura Hills community. The City of Agoura Hills has thirty-four (34) full-time employees, and the Finance department consists of four (4) employees.

#### What You'll Do

- Review time records submitted by departments to ensure conformance with appropriate administrative policies and regulations; records hours worked, verifies pay increases and computer file data for the current payroll periods; reviews and edits documents, corrects errors and balances payroll for each pay period.
- Prepare quarterly tax returns, W-2's, 1099 statements, and other reporting documentation related to payables and payroll matters; prepares manual checks; prepares or processes benefits payments and calculates accruals; compiles routine reports related to payroll activity.

- Process documents and performs data entry relating to accounts payable and accounts receivable; reviews edit documents and corrects errors; prepares warrants and demand registers, and billings; reconciles accounts to the general ledger; maintains 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; assists in the execution of funds transfers/investments; performs research and prepares summaries or reports relating to fiscal activity; assists in the preparation of the City budget.
- Assist in the preparation of the Annual Comprehensive Financial Report, State controller reports, and related year-end financial statements, schedules, notes, and reports; ensures selected general ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assists staff and City auditors with the pre-audit and audit.
- Respond to questions and provides information regarding established policy or procedures; provides liaison to vendors to resolve problems.
- Prepare journal entries on fixed assets and Construction in Progress additions/deletions; updates the fixed asset subsidiary ledgers; prepare annual depreciation schedule; prepares fiscal year end reports on fixed asset balance sheet accounts.
- Prepare bank reconciliations.
- Purchase office supplies following established procedure; maintains inventory of stock items or purchases other supplies as authorized; obtains informal quotes and submits recommendations for purchase; maintains related files and records.
- Respond to questions and provides information regarding established policy or procedures; provides liaison to vendors to resolve problems.
- Prepare journal entries on fixed assets and Construction in Progress additions/deletions updates the fixed asset subsidiary ledgers; prepares annual depreciation schedules; prepares fiscal year end reports on fixed asset balance sheet accounts.

## **What You Bring**

**EDUCATION:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations would be:

### **ACCOUNTANT**

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

### **ACCOUNTING SPECIALIST II**

Completion of a college-level course work in basic accounting, bookkeeping, or finance; and three years of experience in accounting or a related field, which involved maintaining financial and statistical records, including accounts payable, receivable, or payroll records

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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 computer terminal. 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 terminal; and 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.

## LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required.

### Physical Demands

While performing the duties of this class the employee is regularly required to sit, talk, or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

### Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; interact with City staff and other organizations; and deal with customer relations.

### Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## 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 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 \$2,500/month. Vision and Dental insurance for full-time employees and dependents also provided.
- Short-Term & Long-Term Disability Insurance: provided by the City at no cost to the employee.
- Life Insurance: 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 \$80.00 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 and resume online at [www.agourahillscity.org](http://www.agourahillscity.org) or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Amber Victoria at [avictoria@agourahillscity.org](mailto:avictoria@agourahillscity.org). Applications materials will be screened on a continuous basis with the first review date of Wednesday, November 9, 2022, at 5:00 pm. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of a completed City Application. **This recruitment may close at any time without notice.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to an interview.

## 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) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily 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).