



City of Alhambra
Employment Opportunity
ACCOUNTING MANAGER
(OPEN)

APPLICATION FILING PERIOD

January 24, 2012 to February 29, 2012 at 4:30 p.m. No facsimiles or postmarks accepted. Applications are available at Alhambra City Hall - Personnel Department - 111 S. First Street - Alhambra, CA 91801, and on our website at www.cityofalhambra.org, or by calling the 24-HOUR JOBLINE at 626-570-3295.

SALARY RANGE/BENEFITS

\$5,900 - \$7,689 per month. Benefits for this position are under review and candidate will be hired under a two-tier system that has yet to be established.

POSITION

Under general direction of the Finance Director or Assistant Finance Director, the Accounting Manager supervises, organizes, plans, assigns, reviews and participates in the work of the Accounting and Payroll Divisions of the Finance Department; performs payroll, accounting and auditing work; advises and directs personnel on accounting matters; and performs related work as required.

DUTIES

The Accounting Manager plans, supervises, assigns, reviews and participates in the work of the Payroll and Accounting Divisions and assumes the supervisory responsibilities for a variety of payroll and accounting operations; assists in developing, monitoring, and evaluating accounting methods, policies and procedures; supervises, directs, and performs detailed work necessary to record transactions; process payroll transactions; calculates retirement, tax and other deductions; coordinates and verifies payroll related computer input and output; insures timely and accurate posting and maintenance of payroll related duties; maintains the general ledger of the City; prepares and posts journal entries for the ledger; reviews accounting documents, confirms computations and classifications; directs and assists in the compilation of balance sheets, revenue and expenditure statements for monthly and annual reports; reports the status of various accounts as required; approves requisitions; advises operating departments on established city accounting procedures and regulations; compiles complex statements and reports; assists in the preparation of city budgets; assists in the preparation of the Comprehensive Annual Financial Report (CAFR); supervises and trains employees in financial record-keeping work; assigns, evaluates and monitors the work of staff; prepares governmental statements for state and other organizations as required; prepares I.R.S. tax filings as required; communicates effectively, both orally and in writing; may attend City Council meetings and/or professional meetings as required; provides information to departments and the public, performs other related duties as required.

QUALIFICATION GUIDELINES:

EXPERIENCE/EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field, with major course work in accounting and three (3) years of progressively responsible experience in accounting and payroll, including one (1) year of supervisory experience. (Public sector experience is highly desirable).

KNOWLEDGE AND ABILITIES

Knowledge of: Governmental payroll and accounting practices and principles, general accounting, purchasing and tax systems procedures; effective work management and organizational methods; principles and practices of supervision; software applications applicable to accounting operations; and working knowledge of EDEN financial software is highly desirable.

Ability to: Plan, organize, schedule, direct and supervise payroll and perform accounting operations work; coordinate, assign, check and evaluate the work of staff; conduct independent research; communicate effectively, both orally and in writing; operate a computer terminal and use word processing and spread sheet software; effectively provide information to departments and the public; and establish and maintaining effective working relationships with others.

REQUIRED LICENSES

Possession of a valid California driver's license is required when operating a city vehicle.

SELECTION PROCESS

Applicants must submit a completed City of Alhambra Employment Application prior to the final filing date. Applications will be screened for qualifications and appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process will include the following:

Oral Interview 100%

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION

Applicants with legal disabilities who require special testing arrangements must contact the Personnel Department at least five (5) working days prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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