



# City of Maywood, CA

4319 East Slauson Ave.

## Senior Accountant

*Full-time with competitive benefit package*

*Salary Range (\$64,272 - \$82,029.17)*

*Starting Salary rate upon experience*

**\*\*\* For Application Materials visit our website at [www.cityofmaywood.com](http://www.cityofmaywood.com) \*\*\***

*A completed City Application Form and Resume are required for this recruitment.*

*For additional information please contact Nancy Rodriguez at [nancy.rodriguez@cityofmaywood.org](mailto:nancy.rodriguez@cityofmaywood.org) or (323) 562-5764*

**Closing Date:        Continuous until filled**

City of Maywood is seeking a Senior Accountant to play a key role in maintaining the accounting system and process in our vibrant agency. Maintains general and subsidiary ledgers, accounting records and grant transactions. Assists with accounts payable, accounts receivable and payroll processes. Reconciles bank statements, prepares financial statements, manages budgets and the position works under the general supervision and direction of the Director of Finance or City Manager as assigned and is responsible for the supervision of assigned clerical and support staff.

### **ESSENTIAL AND SECONDARY FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

- Assists in the preparation of the Annual Comprehensive Financial Report (ACFR), Official Statements (OS), and other financial statements and reports.
- Assists with the preparation of the annual budget.
- Assists with bidding and purchasing processes.
- Assists in Capital Project budgeting, monitoring, and reporting.
- Ensures appropriate grant accounting and prepares required grant reports.
- Monitors banking transactions.
- Prepares and reviews journal entries.
- Conducts financial research and analysis related to debt issuance, projects, programs, ordinance development, policies, and strategic planning.
- Performs a variety of daily, monthly, and annual reconciliations.
- Monitors and reports on the financial performance of a variety of funds and investment vehicles.
- Prepares technical work related to conducting internal financial reviews within the City as directed.
- Monitors financial and other internal controls for compliance and improvement.
- Performs periodic physical inspections of City fixed assets.
- Maintains inventory of City-owned equipment, furnishings, and other properties.

- Reviews purchase orders and ensures adherence to City procurement policy.
- Maintains inventory of motor vehicles, title and registration information, license plates.
- Provides back-up support and coverage for payroll, accounts payable, and other areas as needed.
- Helps prepare materials for City Council Agenda packets.
- Supports City Departments with financial services as assigned.
- Provide leadership to the assigned team, including regular feedback, coaching, and written performance evaluations.
- Reviews bank account reconciliations, verifying accuracy of recorded transactions; prepares related work sheets, cash balances, proofs, and other schedules; daily cash flow analysis and cash flow projections.
- Makes complex adjusting entries affecting several account subsystems; prepares closing entries to the General Ledger and participates in the preparation of annual and interim financial reports.
- Performs routine compliance audits, ad hoc programmatic audits, and other internal control reviews, as necessary.

**Knowledge of:**

- Advanced principles, practices and theories of accounting, budgeting and financial reporting.
- Generally accepted accounting Principles (GAAP) promulgated by one or more of the following advisory committees that develops accounting standards:
  - private or non-profit standard-setting body - Financial Accounting Standards Board (FASB)
  - federal government standard-setting body - Federal Accounting Standards Board (FASAB)
  - state and municipal or non-profit government standard-setting body - Governmental Accounting Standards Board (GASB)
- Financial policies and supporting operating procedures of a private-sector or public-sector or non-profit sector organization
- Budgeting procedures and techniques.
- Basic mathematical principles as applied to accounting and financial analysis.
- Federal, state, and local laws, codes, and regulations.
- Modern office procedures and equipment including computers.
- Financial system, word processing, electronic mail, spreadsheet, and other related software applications.

**Ability to:**

- Prepare complex financial statements and reports in conformance with generally accepted accounting practices.
- Lead fiscal year end accruals and fiscal year-end financial closing process within the financial system.
- Lead fiscal the financial system expenditure and revenue load for the new fiscal year.
- Read, analyze, and interpret accounting journals and reports, and technical accounting procedures.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Prepare, monitor, and control a budget.
- Examine and verify financial documents.
- Prepare a variety of financial statements and reports.
- Review, assess and reconcile accounts and transactions.
- Examine and verify financial documents.

- Respond to common inquiries or issues from customers, vendors, contractors, federal / state / county agencies, and members of the community.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Reviews, develops, and modifies accounting methods to improve existing procedures to ensure conformity with accepted accounting principles.
- Coordinates accounting controls to comply with standard audit requirements and assists external auditors in fiscal year review.
- Assists in the design, implementation, modification, and control of automated accounting systems, management information systems, and management controls.

### **Secondary Functions:**

- Assists in analyzing, developing, and implementing accounting and other management procedures; recommends improvements in forms and procedures used; assists in the development of operating manuals and administrative guidelines.
- Performs related duties and responsibilities as required.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

- A Bachelor's degree in accounting, finance, or related field.
- Three (3)+ years of experience in accounting at a professional level is required.
- Strong written and verbal communication skills
- Experience as an auditor or as an accountant in a public sector agency or as a Certified Public Accountant (CPA) is highly desirable but not required.

### **Knowledge, Skills, and Abilities**

- Strong team orientation with the ability to work with various levels and departments across the agency.
- Attention to detail
- Extensive knowledge of the principles and practices of governmental accounting and auditing, including grant accounting and budgeting.
- Current knowledge and understanding of Governmental Accounting Standards Board (GASB), GAAP, FASAB, and/or GASB rules, guidelines, and pronouncements.
- Ability to apply and adapt established accounting principles and procedures to a variety of City accounting work; analyze and review financial data to develop forecast, trends, and analysis;
- Interpret and apply related laws, ordinances, rules, regulations, policies, and procedures; analyze data and draw logical conclusions;
- Prepare and maintain accurate reports and records;
- Communicate effectively both orally and in writing; establish and maintain cooperative working relationships.
- Considerable knowledge of computerized accounting systems, and ability to effectively use computers to produce spreadsheets and to do word processing.
- Maintain mental capacity that allows the capability of making sound decisions, and demonstration of intellectual capabilities.
- Must have experience working in a windows-based computer environment and be proficient in Excel. Effective skills in Word and PowerPoint are preferable.

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, obligations, and activities may change at any time with or without notice.

## **WORKING CONDITIONS**

Probationary Period: One (1) year

Environmental Conditions: Standard office environment with continual exposure to computer screens.

Physical Conditions:

Essential and secondary functions require maintaining physical condition for light lifting and carrying, sitting for prolonged periods of time.

## **LICENSES**

A valid California Class C driver's license is required.

## **BENEFITS**

Retirement: City shall provide eligible "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) with 2% at 55 formula, with the highest year and social security offset. "New members" as defined by PEPRA will be under the 2% at 62 formula. The City will not pay a portion of an employee's contribution to the applicable Public Employees' Retirement System plan.

Health Plan: Effective January 1, 2022, the City shall contribute an amount up to 100% of the coverage amount for the Kaiser Permanente plan that corresponds to the employee's coverage (includes dependents). For an employee with Blue Shield insurance, the employee shall pay for the monthly premium that may exceed that of the Kaiser Permanente family plan.

Vision and Dental: 100% covered by the agency

Holidays: 12 paid holidays per year + 1 Floating Holiday

Personal & Sick Leave: Employees will be credited 20 hours of personal leave and 72 hours of sick leave and may accrue an up to 240 sick leave hours

Vacation: Employees will be credited with vacation leave at the following rates based upon the length of service - Eight (8) hours per month or 12 days per year during the first five (5) years of service.

## **How to Apply:**

Interested candidates can apply for this position by submitting an official City Employment Application (found in our City website at <https://ca-maywood.civicplus.com/183/Human-Resources>) along with a resume to City Hall or by email to [nancy.rodriquez@cityofmaywood.org](mailto:nancy.rodriquez@cityofmaywood.org). Applications will be accepted on a continuing basis. Completed applications will be reviewed to determine compliance with the minimum qualifications, and those qualified will be invited to participate in the interviewing process. Candidates will be notified via email or phone of their eligibility to participate.

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing a post-offer, per-appointment medical examination. All new employees may be fingerprinted as part of the employment process and a criminal history check may be conducted with the Department of Justice.

The City of Maywood is an Equal Opportunity Employer and values diversity at all levels of the organization.

The Provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.