



City of Maywood, CA

4319 East Slauson Ave.

Accounting Specialist I

Full-time with competitive benefit package

Salary Range (\$51,417.60 - \$65,623.33)

***** For Application Materials visit our website at www.cityofmaywood.com *****

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

For additional information please contact Nancy Rodriguez at (323) 562-5764

Closing Date: Continuous until filled

DEFINITION

Under general supervision, the Accounting Specialist I, will primarily perform accounts payable duties, and other professional accounting duties to support the Finance Department.

CLASS CHARACTERISTICS

This is the journey level class in the Accounting Specialist series, which requires performance of moderately difficult tasks requiring working knowledge of fiscal and financial record keeping practices, auditing and checking warrants, and accounts payable. Positions in this class are typically responsible for a routinized segment of the accounting/record keeping system. Work generally involves assignments requiring occasional choices in the application of standard procedures and understanding of the record keeping system and related transactions. The Accounting Specialist reports to the Senior Accountant.

ESSENTIAL AND SECONDARY FUNCTION STATEMENTS

This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

Essential Functions:

- Prepares accounts payable invoices in compliance with the City's purchasing policies.
- Prepares checks and disbursements in accordance with established procedures.
- Researches vendor statements and resolves discrepancies.
- Maintains appropriate spreadsheets for cost center allocations
- Assists with preparation of fixed assets schedules and depreciation reports.
- Provides outside auditors with reports and analyses requested for the annual audit

- Maintains accounts payable documents in accordance with required records retention standards.
- Assists in the establishment of forms and procedures; accurately maintains financial records
- Prepares, audits, verifies, and otherwise processes various bills and invoices covered by purchase orders; verifies charges such as tax, shipping, handling, and discounts; completes data input forms for payment of invoices, maintains vendor files current; maintains balance on open purchase orders.
- Responds to inquiries in person or by phone providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses or the public according to established procedures.
- As required, contacts financial institutions, vendors, businesses, the public, or other agencies to verify or obtain information regarding City financial activity.

Secondary Functions:

- Assist in payroll functions and duties.
- Assists in the preparation of the municipal budget.
- Assist with the year-end closing of books, including reconciliation of accounts receivable, payables, and inventories.
- Assists in the preparation of the annual financial report (CAFR).

QUALIFICATIONS GUIDELINES

Education, Training and/or Experience:

Education and/or experience equivalent to graduation from high school and successful completion of high school level bookkeeping or accounting coursework; and two years of accounting or bookkeeping clerical experience which included routine account record keeping; public contact, and the application of policies and procedures in the performance of assigned tasks. Bilingual fluency in English and Spanish is desirable, but not required.

License and/or Certificate:

Depending upon assignment, possession of or ability to obtain a valid Class C California Driver's License, and a satisfactory driving record may be required.

Knowledge of:

Accounts payable practices and maintenance of general ledgers. Applicable computer software application such as Microsoft Excel and Word. City and departmental policies and procedures. Effective customer service practices. Standard office procedures and practices. The operation of a variety of office equipment.

Skill in:

Effective oral and written communications, both on a one-on-one and a group setting. Interpersonal interactions with individuals at all levels. Making independent judgements and decisions based on standard policy or procedure. Organizing and prioritizing assignments. Utilizing a variety of Microsoft Office software, including Outlook, Excel and Powerpoint.

Ability to:

Develop necessary skills from on-the-job training and meet the standards of performance classification by the end of the probationary period. Foster a teamwork environment. Handle confidential information with discretion. Maintain a filing system. Maintain a high level of accuracy in preparing and entering financial information, and per routine repetitive tasks. Model and practice the highest standards of ethical conduct. Prepare spreadsheets, charts, and graph utilizing a computer and automated spreadsheet. Provide exceptional customer services to the public and internal City employees. Reconcile financial transaction records, ledgers and journals.

WORKING CONDITIONS

Environmental Conditions:

Standard office environment with continual exposure to computer screens.

Physical Conditions:

Essential and secondary functions may require sporadic light lifting and carrying; sitting for prolonged periods of time.

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.

SUPPLEMENTAL QUESTIONNAIRE

* 1. Please describe your experience, including key responsibilities and functional areas that you directly interacted with and were responsible for, in the following areas:

1. Accounts Payable and/or Purchasing
2. Payroll
3. Financial statement and/or Budget preparation

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 and the *Supplemental Questionnaire to City Hall or by email to nancy.rodriquez@cityofmaywood.org. Applications will be accepted on a continuing basis. A completed Application, Resume and supplemental questionnaire must be submitted and 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, pre-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.