



City of Perris, California

EMPLOYMENT OPPORTUNITY

Accountant I II

\$30.27 - \$36.79 Per Hour (Level I, Step A – E)

Plus Excellent Benefits

Note: Currently the City works a 36 hour workweek due to work furloughs

Deadline to Apply: September 7, 2017



DEFINITION

Under direction, to perform journey level professional accounting and auditing work involved in the maintenance and preparation of financial records and reports; to participate in various annual financial audits and assist in the budget process; to assist in other accounting functions including payroll, accounts receivable, accounts payable, and general accounting special projects.

SUPERVISION EXERCISED

May exercise technical and functional supervision over professional and technical staff.

MINIMUM QUALIFICATIONS

Experience: One (1) year of accounting experience is desirable. Training: A Bachelor's degree from an accredited college or university with major course work in accounting or a related field. License or Certification: Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Become a part of a growing and exciting team. Perris provides an excellent career advancement opportunity. If you are looking for new challenges and an incredible career move, JOIN OUR TEAM today. Perris offers a great location, a challenging and rewarding work experience and outstanding benefits!

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and practices of general and governmental accounting, including debits, credits, encumbrances, journal entries, and auditing. Financial analysis and research procedures. Principles and practices of budget development, preparation, and expenditure control. Sources of information related to a broad range of accounting programs, services and functions. Modern office practices, methods, and computer equipment.

Skill to: Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

Ability to: Learn organizational and management practices as applied to the analysis, evaluation, development and implementation of specialized accounting programs, policies and procedures. Learn pertinent Federal, State, and local laws, codes, and regulations. Learn to establish and analyze accounting systems and procedures. Learn to classify fiscal documents and transactions. Learn to perform financial analysis and auditing. Learn to develop and prepare an assigned budget and control expenditures. Learn to interpret and apply administrative and department policies and procedures.



Great location, incredible opportunity.



General Benefits Overview

The City offers an exceptional benefit package which includes the following:

APPLICATION PROCESS

For optimal consideration apply immediately. Applications must be postmarked or received in the City of Perris Division of Human Resources before 6 p.m. September 7, 2017. The City of Perris does not accept faxed applications. Applications require an original signature.

This position is assigned to the Finance Department and there exists one vacancy to be filled by this recruitment.

Submit your application to:

Division of Human Resources
101 North "D" Street
Perris, CA 92570
(951) 943-6100

Download a City Application at:
www.cityofperris.org

EOE / ADA

SELECTION PROCESS

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The City reserves the right to invite only the most qualified applicants to participate in successive parts of the process. Accepted candidates may be required to pass a background investigation and a physical examination at the City's expense. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation.

Deadline to Apply: September 7, 2017

Posted: August 10, 2017

Holidays: The City observes twelve (12) holidays per year.

Vacation: Accrual of six (6) hours of vacation per month of service for years one (1) through five (5) of employment (maximum of 240 hours accrual).

Paid Leave: Six (6) hours of sick leave per month of service (maximum of 280 hours accrual). Other leaves provided include bereavement (up to 5 days) and jury duty leave.

Retirement: Retirement benefits shall be provided at 2% @ 60 PERS retirement formula for existing PERS members or 2% @ 62 for new hires entering the CalPERS system for the first time (pursuant to the City's contract with PERS and as required by law). The employee is responsible for the full member contribution.

Health Benefits: Several medical plans are offered. The City currently pays one thousand six hundred eighty (\$1,680) dollars towards a medical plan premium for employee and dependents.

Dental/Vision: The City's dental plan pays up to sixty (\$60.00) dollars per month of the premium for either the Dental HMO or PPO. The City also provides vision-care reimbursement up to four hundred fifty (\$450.00) dollars.

Bilingual Compensation: Bilingual compensation is available for oral and written translation for those employees whose duties include enforcement, public counter or reception responsibilities, as needed and on a case by case basis. Premium pay varies from (\$100.00 – \$125.00) per month.

Educational Reimbursement: The Educational reimbursement program consists of full reimbursement up to the limit of one thousand five hundred (\$1,500.00) dollars per fiscal year, per eligible employee. Specific courses, degree and certificate programs require pre-authorization by the City Manager's Office.

Restrictions may apply. All of the above benefits are subject to change by the current Memorandum of Understanding between the Municipal Employees Relations Representative of the City of Perris and Local 911 of the California Teamsters Public, Professional and Medical Employees Union.

