

CITY OF WILLIAMS JOB OPPORTUNITY

The City of Williams is a growing rural farming community at the intersection of Interstate 5 and Highway 20 just 60 miles north of Sacramento. We offer a generous vacation package, tuition reimbursement, bilingual pay, excellent health and retirement benefits.

Applications can be downloaded from our website, www.cityofwilliams.org or they are available at 810 E Street or 464 8th Street, Williams.

The final filing date for this position is
Monday, April 17, 2017 at 4:30 PM.

The City of Williams is an Equal Opportunity Employer.

Assistant Finance Officer

(Annual Salary Range: \$58,000 - \$63,000)

Full time position under direction of City Finance Officer. Position assists with the planning, coordination and professional accounting duties in the Finance Department. Duties include preparation and analysis of financial statements, general ledger accounting, audit review assistance and other duties as assigned. Duties performed with a high degree of independence. Bachelor's Degree from an accredited college or university with major or minor work in Accounting. A copy of college transcript is required to be submitted with application. Requires four years of increasingly responsible experience in accounting, finance or a closely related field.

Assistant Finance Officer

Job Description

DEFINITION

Full time position under supervision that performs with a high degree of independence assisting with the planning, coordination and professional accounting duties in the Finance Department. This position assists with the fiscal management operations of the City and provides financial planning and analysis to support the operations and management of all City departments.

SUPERVISION RECEIVED AND EXERCISED

Position is under the general supervision from the City Finance Officer. Responsibilities include direct and indirect supervision of professional, technical and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF ESSENTIAL DUTIES – May include, but are not limited to, the following:

- Provide technical and professional advice and recommendations to City Council, City Administrator, City Finance Officer and City staff; research and prepare a variety of technical and administrative reports and studies, prepare written correspondence as necessary.
- Assist in the financial and compliance audits, ensuring compliance with legislative, regulatory and judicial mandates and professional standards. Assist in independent audit review and financial statement preparation.
- Assist in budget preparation and maintenance of budget.
- Analyze, review and make necessary adjusting journal entries to the general ledger.
- Assist in monthly, quarterly, and annual reports.
- Assist in bank reconciliations.
- Process, input and update vendor/reimbursement invoices daily. Print accounts payable aged report weekly and review with City Finance Officer. Print and verify cash requirement reports on biweekly basis and approve invoices to be paid.
- Verify and post timesheets, and review payroll journal. Pay periods and payroll are processed biweekly. Review preliminary payroll register, print payroll checks for signatures and distribute in sealed envelopes to appropriate department heads for each pay period.

- Process, invoice, and maintain accurate CDBG loan recipient records. Assist in preparation of CDBG monthly, quarterly, and annual reports.
- Assist in customer service through telephone calls, e-mails, and City Hall walk-ins.

QUALIFICATIONS:

Knowledge of:

Principles and practices of governmental accounting methods (GAAP, FASB and GASB). Federal, state, and local financial regulations, rules and guidelines as it relates to public agencies.

Leadership practices, conflict resolution and mentoring principles.

Managerial accounting and financial practices as it relates to public agencies.

Accounting, finance, legal, and budgeting/forecasting processes.

Common word processing and spreadsheet software and database applications.

Accounting and operations software functionality.

Ability to:

Prepare and analyze complex financial reports and transactions, maintain an efficient and effective financial system and internal control environment.

Establish effective working relationships and deal with difficult people and situations.

Communicate effectively, both orally, and in writing. Organize information clearly and precisely. Coordinate and work with other departments. Coordinate the timing of projects.

Work under time constraints due to cyclical nature of duties and responsibilities.

Supervise and manage staff. Think critically and solve problems.

MINIMUM EDUCATION AND EXPERIENCE

Education:

Bachelor's Degree from an accredited college or university with major or minor work in Accounting. A copy of college transcript is required to be submitted with application.

Experience:

Four years of increasingly responsible experience in accounting, finance or a closely related field.

License or Certificate:

Possession of a valid California Driver's License. Certified Public Accounting certificate is highly desirable.

Physical Requirements:

Includes mobile ability to work in an office environment and the ability to sit at a desk for long periods of time. The position may require intermittent walking, standing, stooping, kneeling, crouching, and reaching while performing office duties; fine manipulation of hands and fingers to handle or feel objects, tools or controls; lift and/or move objects and materials up to 25 pounds in weight. Must be able to communicate verbally and through written means, to review information and enter/retrieve computer data.