# CITY OF INGLEWOOD

Human Resources Department

Announces a Career Opportunity for a:

# SENIOR ACCOUNTANT

PROMOTIONAL & OPEN COMPETITIVE

**SALARY: $ 4,715 - $6,679 ($27.20 - $38.53/per hour) plus excellent benefits (see back page)**

**ESSENTIAL JOB DUTIES**

- Analyzes and monitors expenditures and revenues for proper accounting codes and grant reporting;
- Prepares claims, invoices, reports and reimbursements to/from grantor agencies;
- Verifies grant compliance with federal and grant regulations and requirements;
- Prepares and adjusts entries in financial reports for projects requiring audited statements;
- Assists in the preparation and completion of accounting, financial or statistical reports or projects.
- Reconciles bank accounts, prepares billing to maximize departmental revenue;
- Analyzes account and transactions; maintain records of accounting funds; and monitors variances of department division budgetary revenues, expenditures and performance goals;
- Reviews and documents MOU agreements and resolutions;
- Assists in the preparation of the comprehensive annual financial report (CAFR).

**MINIMUM QUALIFICATIONS**

BA/BS Degree in Finance, Accounting, Business Administration or related field, **AND** four (4) years progressively responsible experience in finance, grants management, accounting or banking, with minimum of two years performing complex municipal or corporate accounting work **OR** an equivalent combination of education and experience. *Must possess at the time of application and maintain a valid California Driver's License. An active CPA certificate is highly desirable.*

The ideal candidate will be knowledgeable of generally accepted accounting regulations, rules and principles governing finance and accounting practices principles within a municipality, monitoring and reporting techniques, computer software and Microsoft Excel, Word, Access and Outlook programs, financial software (Eden preferred) and ten-key machines; Skilled in analyzing financial data, preparing financial reports and statements, providing and following oral and written instructions. Possess ability to effectively communicate verbally and in writing with all levels of staff and perform essential duties with little to no immediate supervision. Must be able to supervise and train others in performing like duties. Leadership qualities and character are highly desirable.

**THE SELECTION PROCESS** begins with an evaluation of: 1) candidate's submitted application and materials (resumes are accepted, but not in lieu of an official City application); 2) candidate's score attained on the multiple-choice written examination; and 3) candidate's score attained on her/his oral interview. Only a limited number of applicants meeting the minimum qualifications and determined to be "most qualified," as reflected in their application materials, will be invited to participate in Selection Process for this recruitment.

The Selection Process for this position shall consist of 1) an evaluation of the candidate's academic training and professional experience; 2) score attained on the City's multiple-choice written exam; and 3) score attained on oral panel qualification interview. Candidates applying for this position must pass each test part with a score of **70%** or higher to have their names placed on an active eligibility list for this position. A candidate's opportunity to move to the next selection step will depend on his/her relative combined score of the preceding test(s). Selection will begin with the highest scores and qualifications.

**TO APPLY**

Interested parties must complete an official City application; resumes are accepted but not in lieu of the official City application. **Applications will be accepted by the Human Resources Department until a sufficient number of qualified applications have been received. First review of applications will occur on February 3, 2014.**

. *Applicants must submit a copy of degree and/or professional certification requirements with application materials and the Supplemental Questionnaire.*

OPEN: **12/23/2013** REC NO. 2013-23

***Applications*** will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. and every other Friday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

**CONVICTIONS** for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

**VETERANS POINTS** may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

**TYPES OF RECRUITING EXAMS**

**"OPEN"** examination is a competitive examination open to all interested and qualified applicants.

**"PROMOTIONAL ONLY"** examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

**"OPEN AND PROMOTIONAL"** examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

**ELIGIBILITY LISTS**

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood's Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at:
http://www.cityofinglewood.org

***The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.***

**EMPLOYMENT/BENEFITS**

Benefits include 108 hours annually of sick leave, vacation, thirteen (13)-holidays, Cal-PERS Retirement, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved. Professional Employees are eligible for an Education Reimbursement for classes taken while employed with the City after one year of service in a Management/Professional job classification.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

# SUPPLEMENTAL APPLICATION QUESTIONNAIRE

**Completion of this questionnaire is part of the application. Your application and responses to the following questions will be used to evaluate your qualifications for the position of Senior Accountant with the City of Inglewood.**

1. Do you have a BA/BS Degree in Accounting, Business Administration, or Finance, or Economics?

   A. No
   B. Yes (Major)_____ (Minor)_____

2. If your degree is not in Accounting or Finance, list the college classes and units for each course completed in Accounting and/ or Finance area (report as semester or quarter units). Use additional sheets of paper, if necessary.

| **Course Title** | **Semester/ Quarter** | **University Attended** |
|---|---|---|
| | | |
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| | | |

3. Do you possess an active California Certified Public Accountant Certificate?

   A. No
   B. Yes; CPA Certificate Number: _____.
   C. I do not possess CPA Certificate but I have passed the state test for CPA

4. How much experience do you have performing professional accounting work?

   A. Less than six months.
   B. Between six months and one year.
   C. Between one and two years.
   D. More than two years.

5. Have you organized financial data using computerized spreadsheets?

   A. No
   B. Yes

6. What is your level of proficiency using automated accounting systems and applications such as MS-Excel and Word?

   A. Basic
   B. Intermediate
   C. Advanced

7. Have you prepared monthly or quarterly financial statements?

   A. No
   B. I have assisted others who prepared them.
   C. I have independently prepared financial statements.

8. Describe your knowledge and experience performing financial and/or accounting analyses. What was the issue, what tools did you use to perform the analysis, what parts provided the greatest challenge, who was the recipients/ user of your analysis, and how was the information used? Use an additional sheet of paper if necessary.

9. Describe the most complex accounting assignment/project that you have worked on in your career; what was the issue, what key principles did you apply, were you successful. Use an additional sheet of paper if necessary.