

APPLICATION PROCESS

The Accountant recruitment is open/competitive. There is currently two vacancies in the Management Services Department-Finance Division. This recruitment will assist to establish an eligibility list for future full-time vacancies. All interested applicants must submit a cover letter, resume, and required completed City application no later than **5:30 p.m., Friday, February 9, 2018.**

City of Hesperia
Human Resources Division
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1100
www.cityofhesperia.us
EOE

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. City appointments are contingent upon successful completion of a comprehensive background investigation, fingerprinting, medical and drug screening, as well as verification of United States citizenship or legal authorization to be employed in the United States.

NOTE: 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.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 173, City departments include: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street and Water Division), and Economic Development. The City contracts for Police and Fire services from the County of San Bernardino.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

City of Hesperia



Invites Your Interest for the Position of
ACCOUNTANT

ACCOUNTING
Taxes
Personal
Financial
statements
Small Business
Bookkeeping
Payroll



THE POSITION

The ACCOUNTANT position is a non-represented position responsible for a wide array of higher level accounting, payroll, purchasing and procurement activities in compliance with State, Federal and City practices.

The ideal candidate will be required to prepare and maintain financial, accounting and statistical reports and records, including maintenance of the general ledger for all funds and reconciliation of agency bank accounts, maintain and reconcile bank accounts to the general ledger and statements; maintain a variety of budget files, post journal entries into the financial system, record revenue deposits, run daily bank balance reports and determine adequacy of balances. The incumbent will also be responsible to review, analyze and prepare various financial reports, account details and budget to actual variances; prepare audit schedules, annual and periodic reports, staff reports, worksheets for Council, and assist auditors with audits. Along with these duties, the incumbent may compile the Treasurer's report for the City and related Agencies, and participate with special projects as assigned, and necessary. This position requires a knowledge of governmental accounting and budgeting, basic payroll methods and procedures, benefit and deduction activities; principles and practices of purchasing and materials management, bidding and contracts; Federal and State reporting requirements, local laws, codes and ordinances related to assigned duties. In addition, the incumbent must have the ability to interpret City policy as it relates to assigned duties in payroll, accounting and purchasing; analyze practices and procedures of governmental budgeting and accounting, payroll and bids; the ability to communicate, assist, respond, and provide information to questions from the general public, staff members, vendors, bondholders, or investors, as deemed appropriate and necessary; and performs other duties as required and necessary for the performance of this job. The incumbent will be required to participate with the City's adjusted workweek schedule.

QUALIFICATIONS

Requires a Bachelor's degree in finance, accounting, business or related field; and three (3) years related experience in accounting or any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance.

COMPENSATION

The Accountant is a Non-Represented General position with a monthly salary range of \$4752 - \$5793.

WORKING CONDITIONS

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

BENEFITS

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$928 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One (1) times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 11 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (1% of Salary—City paid)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees.
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution