



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:
SENIOR ACCOUNTANT

SALARY: \$2,493.69 - \$3,180.46 Biweekly
\$64,836.00 - \$82,692.00 Annually

OPENING DATE: 08/10/17

CLOSING DATE: Continuous

THE POSITION:



The **City of Riverside, Public Utilities Department** is currently recruiting for a **Senior Accountant** to fill one existing vacancy in their **Finance Division**. This recruitment will be used to fill the current vacancy and establish an eligibility list for future vacancies.

This position is open until filled and interested candidates are encouraged to submit an application, cover letter and resume early as the first review of applications is scheduled to take place on Friday, August 25, 2017.

This position requires advanced professional accounting work in the maintenance and review of fiscal records and preparation of financial reports for the Public Utilities Department. Work involves performance of advanced accounting duties, in the maintenance of complex, computerized accounting records. Work requires the application of professional accounting techniques to a variety of problems, considerable judgment in allocating charges and credits to proper accounts, and in the preparation of standard and special reports. Employee exercises independent judgment in the interpretation of procedures and regulations under general supervision; may supervise clerical and subordinate accounting personnel; and to do related work as required.

WORK PERFORMED:

Typical duties may include, but are not limited to, the following:

- Maintain general and subsidiary ledger controls.
- Analyze, verify and reconcile general ledger accounts.
- Supervise and coordinate general ledger entries.
- Review and analyze contracts and/or leases made by the city to outside sources; verify contractors and/or lessee's fulfillment of contractual obligations.
- Assist in detailed preparation of annual financial and statistical reports.
- Assist in the development and implementation of special computer programs for accounting applications.
- Prepare a variety of monthly and quarterly financial reports.
- Assist in budget preparation.
- Assist in developing new and modifying accounting procedures.
- Coordinate accounting related activities with other city departments, divisions and sections.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.
- May conduct financial audits.

QUALIFICATIONS:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in accounting or business administration.

Experience: Three years experience in governmental or commercial accounting preferably including one year in a supervisory capacity.

Necessary Special Requirement:

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Highly Desired Qualifications:

- Utility accounting experience
- Three years of financial statement preparation experience
- One year of supervisory experience
- Advanced Microsoft Excel skills
- Experience working with Microsoft Power Point
- Possession of a Certified Public Accountant License

SELECTION PROCESS:

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. EOE

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.riversideca.gov>

Position #17-8280-01
SENIOR ACCOUNTANT
MT

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

SENIOR ACCOUNTANT Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
*(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I understand.
- * 2. Please indicate the type of valid California Motor Vehicle Operator's License you have.
 - Class A
 - Class B
 - Class C
 - Out of State
 - None
- * 3. Please indicate the highest level of education you have completed.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - Some college coursework completed
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - PhD
- * 4. Please indicate which college major you have completed (please check all that apply).
 - Accounting
 - Business Administration
 - Other major not listed above
 - N/A
- * 5. Please indicate the amount of experience you have in governmental accounting.

- None
 - Less than three (3) years
 - Three (3) years or more
- * 6. Please indicate the amount of experience you have in commercial accounting.
- None
 - Less than three (3) years
 - Three (3) years or more
- * 7. Please indicate the amount of experience you have in a supervisory capacity.
- None
 - Less than one (1) year
 - One (1) year or more
- * 8. Are you a Certified Public Accountant?
- Yes
 - No
- * 9. What is your proficiency level working with Microsoft Excel?
- Beginner
 - Intermediate
 - Advanced
- * 10. What is your proficiency level working with Microsoft Power Point?
- Beginner
 - Intermediate
 - Advanced
- * 11. Describe your experience with the preparation of financial statements, from trial balance to financial report presentation, without the use of an accounting software package.
- * 12. Describe the most complex worksheet you have prepared with Microsoft Excel.
- * 13. Describe a recent accounting problem you encountered and how you resolved the issue.
- * 14. I have attached a cover letter and resume and understand that it is not a substitute for a completed application.
- Yes
 - No
- * 15. **Certification:** I understand that I cannot update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided full descriptions of my duties and responsibilities for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. Do not refer to a resume or other documentation, as it will not be reviewed in lieu of completing the Supplemental Questionnaire. **Note:** Employers and/or experience noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.
- I understand.
- * Required Question