



COUNTY OF MONTEREY
invites applications for the position of:

Accountant III

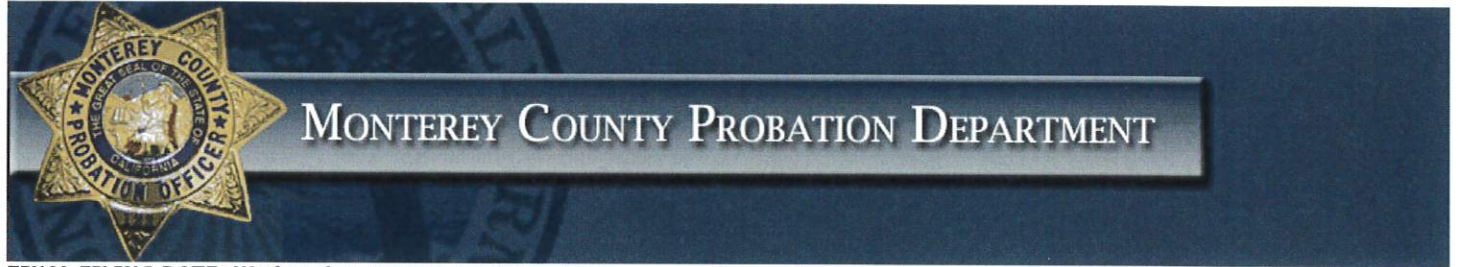
An Equal Opportunity Employer & a Drug-Free Workplace

SALARY: \$35.27 - \$48.17 Hourly
\$2,821.52 - \$3,853.84 Biweekly

OPENING DATE: 08/12/20

CLOSING DATE: 08/26/20 11:59 PM

POSITION DESCRIPTION:



FINAL FILING DATE: Wednesday, August 26, 2020 (Postmarks and faxes not accepted)

Recruitment #20/20B12/08TH

\$35.27-\$48.17/Hourly

THE POSITION:

The Monterey County Probation Department is seeking an Accountant III performs the most complex technical and professional accounting, statistical, and budgetary duties involved in establishing, maintaining, analyzing, reconciling, and verifying financial records in support of designated programs or an assigned division or department; provides financial administrative support in preparing, analyzing, and monitoring the department's annual budget and/or designated budgets and accounts; prepares and reviews a variety of complex factual, analytical, narrative, financial, statistical, and budgetary reports, statements, and records utilizing GAAP; and does other work as required.

This position will supervise and oversee: Probation Finance operations, including the day-to-day operations of accounting staff members; AB109 Public Safety Realignment program and Juvenile Justice Crime Prevention (JJCPA) program, both of which include several community-based organizations and involvement of other County departments; Supervise revenue collections and procedures; update fines and fees collections; implement collection processes; provide program support including interface and coordination with department Division Managers, Department Head, and others; and coordinate contract management as it relates to the fiscal aspect of community-based organizations and department vendor service contracts.

The Accountant III classification is the advanced-level and/or supervisory classification in the series. Incumbents must exhibit strong technical and leadership skills with the ability to work independently, providing specialized financial support; and supervising finance staff; conducting fiscal studies that are difficult in nature requiring an in-depth and practical knowledge and skill in applying this knowledge to the analysis and development of new solutions, methods, approaches, or procedures.

The classification of Accountant III is used Countywide and any Eligible List resulting from this recruitment may be used to fill current and future vacancies on a full-time, part-time or temporary basis.

EXAMPLES OF DUTIES:

- Performs professional accounting and budgetary duties involved in establishing, analyzing, reviewing, reconciling, monitoring, and maintaining financial records and reports; ensures financial activity of assigned accounts.
- Prepares, analyzes, evaluates, and monitors a program, a division, or the department's budget, and other designated budgets; prepares income and expenditure projections for budget preparation; analyzes program and project costs; provides recommendations.
- Prepares or verifies a variety of simple to complex accounting, statistical, and narrative statements or reports, requiring analysis and interpretation of data.
- Monitors cash flow from enterprise funds, internal service funds, special revenue, and special district funds; prepares cash flow analyses and funding requirements for various funds and projects.
- Calculates, posts, and adjusts journal entries; updates accounts to reflect revenue and expenditures; audits accounts for errors and makes appropriate adjustments; coordinates and reconciles different computer financial systems; reconciles various financial statements to ensure accurate fund accounting; matches financial statements with cash amounts; initiates account transfers and other transactions as needed; utilizes manual and computerized recordkeeping systems.
- Prepares, reviews, and monitors grants, contracts, claims, and other financial agreements and proposals; prepares financial statements, balance sheets, income and expense reports, and cash flow analysis.
- Reviews, analyzes, and documents a variety of accounts and transactions; reconciles general ledger, cash, and other designated accounting reports and statements with financial records; compares manual and automated records and transactions; identifies errors; verifies account balances; adjusts accounts; initiates transfers; and makes corrections.
- Maintains current knowledge of and complies with applicable laws, codes, rules, regulations, established policies and procedures, and with generally accepted accounting principles; ensures accuracy of input and output data.
- Identifies, develops, and implements policies, procedures, techniques, and systems to enhance fiscal accuracy, operational efficiency, financial effectiveness, and compliance with established requirements.
- Assigns, directs, and reviews the work of professional and para-professional staff; interviews and selects employees; provides training; reviews work for accuracy, completeness, and compliance with established requirements; evaluates work performance; and recommends transfers, reassignment, and discipline.
- Communicates with County staff, governmental agencies, and outside organizations to exchange information, coordinate activities, resolves issues and concerns; prepares and submits mandated reports within established timeframes.

For a full listing of the job duties, please see classification specifications [here](#).

THOROUGH KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures; Methods, procedures, and terminology used in professional accounting, including generally accepted accounting principles and practices of governmental accounting, financial and statistical recordkeeping, financial statement preparation and comprehensive accounting reports, research and statistical evaluation, techniques of financial analysis and forecasting, and budget preparation, monitoring, and controlling. Must have thorough knowledge of principles, practices, and techniques of financial analysis and forecasting.

SKILLS AND ABILITY TO:

Perform complex professional accounting and budgetary work involved in preparing, analyzing, reconciling, and maintaining financial records and reports; Prepare, analyze, and monitor funds, budgets, and accounts; Reconcile internal financial reports; Interpret, apply, and explain financial rules, regulations, policies, and procedures; Maintain accounting systems and prepare accounting reports; Analyze financial data and draw logical conclusions; prepare reports, forecasts, and recommendations; Detect possible weaknesses in internal controls or standard accounting procedures and recommend corrective action; Understand administrative policies and their impact on complex accounting functions; Communicate effectively both orally and in writing

THE IDEAL CANDIDATE:

Critically important qualifications for this position will be: integrity; flexibility and adaptability; the ability to develop and maintain close working relationships; strong oral and written communication skills; an ability to relate well to the public, management and employees at all levels; and good judgment. In addition, the ideal candidate will:

- Be a person of exceptional character and integrity.
- Demonstrate tact and diplomacy.
- Deal tactfully with individual even in time of disagreement and conflict.
- Effectively and tactfully communicate in both oral and written form.
- Deal effectively with both internal and external customers and establish and maintain cooperative working relationships.
- Exemplify an enthusiastic, resourceful and effective customer service attitude.
- Promote Monterey County Values and provide excellent customer service.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:

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Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education: Completion of all course work leading to a Bachelor's degree, from an accredited college or university, in accounting or a related field with an emphasis in accounting or auditing

AND

Experience: Approximately three (3) years of experience performing full working-level accounting duties with a CPA firm, or four years of experience performing full working-level accounting duties in the public or private sector or two years of experience at a level equivalent to an Accountant II in Monterey County.

Visit the Monterey County webiste to view the complete Job Description:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/class-specifications>

PHYSICAL AND SENSORY REQUIREMENTS

1. Repetitive arm, hand, finger, and wrist motion; coordinated, skillful movements of fingers, hands and arms to operate a variety of office equipment such as a personal computer or calculator.
2. See well enough; hear and speak sufficient; and physical dexterity to function in a typical office environment.

CONDITIONS OF EMPLOYMENT

As a condition of employment, prospective candidates will be required to submit a background review which may include a review of information concerning present and/or prior employment, driving record, and record of criminal conviction. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

ADDITIONAL INFORMATION:

APPLICATION SUBMITTAL & SELECTION PROCEDURES:

Apply On-Line!

Our website: www.co.monterey.ca.us/personnel

Applications may also be obtained from and submitted to:

Monterey County, Human Resources Department

168 W. Alisal Street, 3rd Floor

Salinas, CA 93901

Phone: 831-755-5116 FAX: 831-757-5792

The selection process is tentative, and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials. A complete application package will include:

- A completed County of Monterey employment application
- Responses to the supplemental questions

All application materials must be received by the Final Filing Date: Wednesday, August 26, 2020. Applicants who fail to provide all required materials by the application filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

BENEFITS:

Monterey County offers an excellent benefits package. To view the "X" Unit Benefit Summary please visit our website. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding (MOU) prevail over this listing. For a listing of all County offered benefits, please visit the Benefits website:

<https://www.co.monterey.ca.us/government/departments-a-h/human-resources/divisions/benefits>

EQUAL OPPORTUNITY:

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-3916.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #20/20B12/08TH
ACCOUNTANT III
TH

, CA

moorek@co.monterey.ca.us

Accountant III Supplemental Questionnaire

1. The required application materials include responses to the supplemental questions. Applicants who fail to provide all required materials by the given deadline will not be considered. Supplemental questions responses must be numbered, and each question must be addressed separately. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for the required application materials. Supplemental question responses are an integral part of the selection process; failure to respond or provide a complete supplemental question response or responding "see resume" to a supplemental question, will eliminate you from further consideration.
☐ I have read and understand the supplemental questions instructions
 - * 2. Describe your experience, education & training related to funding and reporting of Federal, state and/or local grants and programs.
 - * 3. Describe your experience, education & training related to performing professional accounting and preparing budgets. Include information that demonstrates your ability to establish, analyze, review, reconcile, monitor and maintain financial records and reports, and how you have ensured financial activity of assigned accounts
 - * 4. Describe your experience that demonstrates your personnel management and supervisory ability to plan, assign, motivate, train and evaluate the work of a professional and/or paraprofessional accounting staff. Include any experience with establishing, monitoring, and coordinating work, and information on the number of people supervised and their job responsibilities.
- * Required Question