

Junior Accountant - City of Sebastopol

Salary: \$ 6,241 - \$7,586 Monthly

Deadline to Apply: October 29, 2021, at 5:00 P.M. PST



The City of Sebastopol is seeking qualified candidates to apply for the position of Junior Accountant. The current vacancy will be assigned to the Administrative Services Department supporting the Finance Division team for assigned programs and projects. Regional Government Services and its staff is conducting this recruitment for the City of Sebastopol.

THE POSITION

This position works under general supervision, performing a variety of routine and complex technical financial accounting and program support duties in the areas of payroll, accounts payable, accounts receivable, purchasing, project accounting, fixed assets, general ledger, business licenses, and utility billing depending on assignment. This position may be assigned to perform all functions related to, and serve as a City resource, for one or more accounting related systems, requiring knowledge of basic principles and methods of one or more designated accounting fields.

IDEAL CANDIDATE PROFILE:

- Works cooperatively, collaboratively, and effectively as a team member, maintaining successful relationships in a diverse environment
- Effective time management and organizational skills
- Exceptional attention to detail
- Adapts well to changes in assignments and priorities
- Experience serving the public in person and over the phone using tact, diplomacy, discretion, and independent judgment
- Effective communication skills
- Experience interpreting and applying policies, procedures, and regulations
- Knowledge of general principles and practices of accounting and bookkeeping procedures and their application, particularly those pertaining to governmental accounting
- Knowledge of applicable Federal, State, and local laws, regulatory codes and procedures related to financial accounting
- Knowledge of general principles of payroll processing, management, and reporting
- Experience performing various financial research and reporting methods
- Knowledge of budgetary support functions
- Is proficient using Microsoft Excel, Word, and Outlook
- Possesses an Associate Degree (or higher) in a related discipline
- A minimum of two (2) years related experience
- Previous experience working in a municipal or other governmental environment is highly desirable

QUALIFICATIONS

Education and Experience

Any combination of education, experience and training that would provide the required knowledge and abilities required for this position will qualify. A typical pattern of qualifications may include: Possession of an Associate Degree (AA/AS) or equivalent from two-year college or technical school; or two (2) years related experience and/or training; or equivalent combination of education and experience. Experience and a working skill level in modern office and accounting software and equipment MS Office suite (Word, Excel, PowerPoint, Outlook).

TO APPLY: To view the complete job announcement and to apply for this exciting opportunity, go to the following link: https://bit.ly/JrAcct_SEB

The City of Sebastopol is an Equal Opportunity Employer