

**The City of South El Monte is  
accepting applications for  
the position of:**



## **Accounting Technician**

**Salary Range**

**\$24.73 - \$30.06 Hourly**

**\$1,978.62 - \$2,405.08 Biweekly**

**\$4,287.00 - \$5,211.00 Monthly**

**\$51,444.00 - \$62,532.00 Annually**

**Apply by October 25, 2018**



## ***City of South El Monte***

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

### ***The Position***

The City is looking to hire team-oriented individuals who are interested in joining a city that values individuality and creativity. The ideal candidate for Accounting Technician has a cooperative outlook with a can do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", flexible, has the desire to work in a fast-paced environment and brings new, fresh and innovative ideas to help the City move forward.

The Accounting Technician is a vital member of the City's organizational structure. The Finance Department has a cohesive and supportive team environment. Team members enjoy working with one another in a hard-working and collaborative environment.

Under direction of the Finance Director and/or Accounting Manager, the Accounting Technician will perform a variety of financial work, which includes payroll, accounts payable, bookkeeping, cashiering functions and performs related duties as required. Serves as an advisor of other employees as it relates to cashiering stations.

### ***Example of Duties:***

Duties may include, but are not limited to, the following:

- Reviews employee time reports for accuracy and compliance with MOUs and various federal and state regulations makes corrections and prepares bi-weekly payroll on computer system; transfers funds to banks, PERS and tax agencies; prepares warrants for insurances and other payroll deductions; maintains all related records; prepares reports as needed.
- Verifies pay increases; records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions; keeps records of leave pay and nontaxable wages; maintains payroll related employee leave records, such as sick or vacation leave.
- Receives cash and check payments; records payments and maintains related records; balances cash drawer and maintains related records; balances cash drawer and maintains petty cash; prepares bank deposits.
- Collects fees for permits, licenses, classes and other City fees; issues vouchers and receipts as related to cashiering station
- Performs data entry to post, adjust and balance accounts; allocates funds to reconcile accounts.
- Maintains financial revenue records and processes documents involving financial transactions; researches a variety of financial transactions; prepares a variety of reports.
- Performs various routine clerical duties such as filing, typing and counter assistance.
- Process daily revenue/receipts over to Fund Accounting, verify/balance daily cash deposits, process all reports, maintain files, includes interface issues and analysis.
- Maintain/process monthly billing to for reimbursement to the City and invoicing miscellaneous revenue collection.
- Process returned items/maintain file (bounced checks).
- Oversee cashiering station at City locations and monies received from all other locations.
- Handle all positive pay and remote deposit capture duties (may include time required during non-working hours).
- Performs other additional duties as required

### ***Employment Standards***

- Knowledge of accounts payable. Data entry invoices, review and process batch accounts payable information.
- Ability to review documents related to department operations; observe, identify, and solve issues and procedural problems; understand, interpret, and explain department policies and procedures and respond to accounting issue for the public and staff; taking a proactive approach to customer service issues; interpret, input retrieve and transmit statistics and other communications to and from the public computer; perform detailed accounting, record keeping and financial office support work accurately and in a

timely manner; analyze payroll and accounting activities and detect errors; analyze data and draw logical conclusions; identify and troubleshoot problems; interpret apply and explain a variety of Federal, State, and local regulations as well as policies and procedures of fiscal record keeping and accounting; make arithmetical calculations; prepare clear and concise reports, correspondence and other written materials; maintain accurate records; work independently; exercise judgment; maintain attention to detail and accuracy; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

***Essential Functions/A.D.A:*** Ability to operate, computer office software, calculator, telephone, copying machine; ability to understand and respond to the public's and staff's requests for assistance both on the computer, phone, and in person; ability to prepare reports, perform mathematical calculations, and sort/file documents.

***Minimum Requirements:*** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include graduation from high school or equivalent and two (2) years of experience involving payroll, accounts payable, cashiering, accounting, budgeting and/or general clerical operations preferred. College courses in bookkeeping, payroll or accounting are desirable. Bilingual in Spanish or Mandarin are desirable.

***Licenses & Certifications:*** Possession of a valid California Class C driver's license and acceptable driving record at time of appointment and throughout employment in this position

***Physical Demands:*** Work is performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. Required vision (which may be corrected) to read small print. The incumbent will have the required mobility to stand, kneel, bend, crouch, and twist. The incumbent will have ability to reach, grasp lift, carry, push, pull and drag objects of up to 25 pounds.

***Work Environment:*** Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact. Honors the City's Attendance and Punctuality standards.

***Work Schedule:*** A consistent schedule during City Hall's normal business hours of Monday – Thursday 7:00 a.m. – 5:30 p.m.

***Important Notices:***

This position is a member of the South El Monte Employees' Association and will pay dues to the association and is subject to the Memorandum of Understanding in effect at the date of hire.

***Selection Process:***

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at [www.ci.south-el-monte.ca.us/](http://www.ci.south-el-monte.ca.us/) On-line applications and or resumes will not be accepted. Applications should be submitted in person or by mail to the Personnel Department at 1415 Santa Anita Avenue, South El Monte, Ca 91733.

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

***Important Notice:***

**EQUAL OPPORTUNITY EMPLOYER:** The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

**LEGAL RIGHT TO WORK IN THE UNITED STATES:** The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

**REASONABLE ACCOMODATIONS:** Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

**EMERGENCY DISASTER WORKER:** City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

### **HEALTH**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

### **BENEFITS SUMMARY:**

**Long Term Disability:** City pays full premium for all full-time employees.

**Term Life Insurance and AD & D Insurance:** City pays full premium for all full-time employees.

**Employee Assistance Program:** EAP services designed to help through life's challenges are available through Hartford.

### **PAID LEAVES**

**Holidays:** 12 paid days per year

**Vacation:** Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

**Sick Leave:** Earned at a rate of 8 hours per month.

**Bereavement Leave:** 3 days per calendar year

### **RETIREMENT**

Participation in California Public Employees Retirement System (CalPERS)

CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0

Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.

**The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.**