

**Sonoma County Library
Announces an Employment Opportunity**

**ACCOUNTANT – ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME**

The Sonoma County Library is seeking a customer service oriented individual with solid communication, team building, and problem solving skills to serve as an Accountant in its Budget and Finance department.

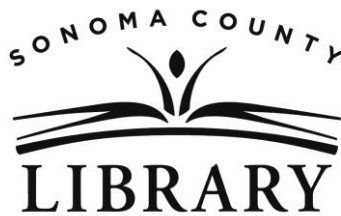
THE POSITION:

Please see the attached job specifications for full details about this position.

Under general supervision, this full-time, benefitted position provides excellent customer service, performs technical and professional accounting work involving the review and analysis of Library budgets, programs, systems and procedures; verifies financial data in the areas of payroll, benefits, and accounts receivable/payable; reconciles general ledger accounts; assists management in auditing, analyzing, and preparing financial and statistical reports and schedules; assists in preparing the Library's annual budget; maintains liaison with Library departments and branches, providing them with budgetary and organization analysis; and performs related duties as required.

TYPICAL DUTIES include, but are not limited to:

- Assists with the preparation and monitoring of the Library annual budget, including monitoring expenditure of funds, analyzing departmental requests, reviewing expenditure patterns, determining fund balances, and projecting future revenues and expenditures.
- Prepares a wide variety of financial and statistical reports including quarterly payroll reports, state library reporting, year-end reporting, budgetary reports, special revenue fund reporting, grant reporting, and other legal documents.
- Assists with the preparation and monitoring of the special revenue fund, including monitoring expenditure of funds, analyzing fund requests, reviewing expenditures for accuracy, and reconciling fund balances.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.



- Collects, assembles, analyzes and interprets data relating to division operations including policies, functions, organizational structures, forms and procedures, and equipment costing; prepares narrative and statistical reports and makes recommendations in connection with these studies.
- Coordinates, trains, and provides lead direction to staff assigned to the Budget and Finance Section; may provide lead direction and work review to Human Resources Section staff.
- Prepares operating manuals, policies and procedures, and work flow charts.
- Uses a variety of standard office equipment, including a computer and various financial spreadsheet and word processing software, as well as specialized accounting software.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field; and two (2) years of experience performing professional-level work related to accounting, budgetary analysis, general administration including budget preparation, and/or fiscal analysis.

SALARY RANGE: \$66,123.20 - \$82,555.20 annual plus benefits

CLOSING DATE: 5:00 PM, Friday, February 1, 2019

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered.

Incomplete and/or inaccurate applications may result in disqualification from the recruitment process.

Resumes will not substitute for a completed application.

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

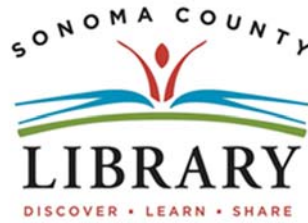
Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer

www.sonomalibrary.org

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OCTOBER 2015
FLSA: NON-EXEMPT

ACCOUNTANT Represented

DEFINITION

Under general supervision, provides excellent customer service, performs technical and professional accounting work involving the review and analysis of Library budgets, programs, systems and procedures; verifies financial data in the areas of payroll, benefits, and accounts receivable/payable; reconciles general ledger accounts; assists management in auditing, analyzing, and preparing financial and statistical reports and schedules; assists in preparing the Library's annual budget; maintains liaison with Library departments and branches, providing them with budgetary and organization analysis; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Division Manager, Administrative Services or other management or supervisory staff. May provide training and lead direction to clerical or technical staff, related to technical aspects of the work.

CLASS CHARACTERISTICS

This is a journey-level class that is responsible for gathering, preparing, and analyzing data relative to budget processes, organization, and operational functions. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Normally receives general instructions, with detailed instructions provided on complex new assignments and initiatives. Has internal and external contact on a regular basis. Incumbents at this level work independently within established procedures and guidelines, exercising judgment and initiative. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from Division Manager, Administrative Services in that the latter is responsible for the oversight and management of the entire Administrative Services Division, made up of the Budget and Financial Services Section, Facilities Services Section, and Human Resources Section, and is responsible for policy development and regular strategic planning with the Library Director and other members of the Library management team.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the preparation and monitoring of the Library annual budget, including monitoring expenditure of funds, analyzing departmental requests, reviewing expenditure patterns, determining fund balances, and projecting future revenues and expenditures.

- Collects data and performs analysis of Library programs and cost estimates presented in the annual budget for various Library departments.
- Prepares a wide variety of financial and statistical reports including quarterly payroll reports, state library reporting, year-end reporting, budgetary reports, special revenue fund reporting, grant reporting, and other legal documents.
- Monitors expenditures, revenues, and budget allocations to determine the Library's financial status and prepares custom reports, graphs, and schedules as needed.
- Provides responsible professional and technical assistance in the administration and implementation of the Library's financial, auditing, and accounting programs.
- Assists with the preparation and monitoring of the special revenue fund, including monitoring expenditure of funds, analyzing fund requests, reviewing expenditures for accuracy, and reconciling fund balances.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Maintains and monitors the Library's grant funds and ensures compliance with finance related rules and regulations governing the use of each grant.
- Analyzes and reconciles expenditure and revenue accounts, including grant accounts; reconciles grant statements and bank statements to the general ledger.
- Collects, assembles, analyzes and interprets data relating to division operations including policies, functions, organizational structures, forms and procedures, and equipment costing; prepares narrative and statistical reports and makes recommendations in connection with these studies.
- Coordinates, trains, and provides lead direction to staff assigned to the Budget and Finance Section; may provide lead direction and work review to Human Resources Section staff.
- Acts as purchasing agent/coordinator for Library system.
- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and special accounting projects; conducts and prepares special studies and reports.
- Administers and maintains financial reporting systems software applications, assisting management staff in its use and report functions.
- Confers with division managers, managers, and others in order to secure necessary information.
- May be responsible for other division functions, including coordination of commercial insurance policies, maintenance of the fixed asset system, and preparation of audit schedules.
- May assist on special projects such as financial systems upgrades and implementations,
- Prepares operating manuals, policies and procedures, and work flow charts.
- Uses a variety of standard office equipment, including a computer and various financial spreadsheet and word processing software, as well as specialized accounting software.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices relating to modern budget, programs and general systems management.
- Terminology and practices of financial and account document processing and record-keeping.

- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Research methodology, report writing, and basic statistics and their application.
- Business arithmetic and financial and statistical techniques.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

Ability to:

- Collect and analyze information related to budget, administration and general management.
- Interpret and apply rules, regulations, and ordinances to ensure compliance with federal, state and local agencies.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Interpret, apply, and explain the Library's policies and procedures.
- Maintain a variety of filing, record-keeping, and tracking systems related to budget management.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field; and two (2) years of experience performing professional-level work related to accounting, budgetary analysis, general administration including budget preparation, and/or fiscal analysis.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

No unique or unusual working conditions apply to this position.