



## **ACCOUNTING & HR CLERK Part Time (24 Hours Per Week)**

The Town of Tiburon has a part-time opportunity for an individual with experience in accounting and human resources to assist its Administration Department.

### **ABOUT THE TOWN:**

The Town of Tiburon has a charming downtown with stunning views of the bay. With a population of 9,000 residents, it maintains its small town character with community events, unique shops, and historic walking trails. Town Hall is located a short distance from Highway 101 and is accessible from San Francisco via the commuter ferry departing from the Embarcadero Ferry Building.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Under general supervision, will perform a variety of governmental accounting and human resources functions, including:

- Process and review accounting records; including account coding; preparation of journal entries; account reconciliations; warrant requests, and expense reimbursements.
- Verify accuracy of financial records and assist with audits, including preparation of financial reports and statistical analysis.
- Maintain various financial records and files according to established policies and procedures.
- Assist with the inventory and maintenance of fixed assets.
- Assist with monthly budget reports and the preparation of the annual budget document.
- Review, calculate, and process payroll records, including updating employee records. Ensure compliance with federal and state laws and pension regulations.
- Process payroll related expenses and perform accurate record keeping. Assist with annual and quarterly payroll tax reporting.
- Assist with benefit enrollments and new hire onboarding.
- Responds to requests for information related to accounting, payroll, employee benefits, and administrative policies.
- Assists in the maintenance of the accounting and personnel software program.
- Other duties as assigned.

**KNOWLEDGE OF:**

General accounting methods and procedures. Skilled in the use of automated financial and payroll systems.

**ABILITY TO:**

Read and write clearly and follow instructions and directions, operate a personal computer using a keyboard and 10-key keypad, operate general office equipment including a copier and scanner; learn and explain financial processes and procedures, and maintain an effective working relationship with supervisors, employees and the public.

**QUALIFICATIONS:**

Equivalent to graduation from high school and two years of recent experience in one or more of the following: general accounting, payroll, accounts payable, or other financial applications. Two years of relevant education may substitute for each year of experience.

**SUPPLEMENTAL:**

Possession of a valid Class C California drivers license required at time of appointment.

**SALARY**

Up to \$35 per hour dependent on experience and qualifications.

**BENEFITS:**

The position will receive a prorated allowance that can be used towards participation in the Town's cafeteria benefits plan. The employer and employee will each contribute a minimum of 3.75% towards a tax-deferred retirement plan. The Town does not participate in Social Security.

**OTHER INFORMATION:**

This position is part time and limited to 24 hours per week.

**TO APPLY**

Apply online at [www.townoftiburon.org/jobs](http://www.townoftiburon.org/jobs) or submit a completed application package, including application and resume, to [jobs@townoftiburon.org](mailto:jobs@townoftiburon.org) or Human Resources, Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920.

**SELECTION PROCESS:** Only completed applications will be considered. Applicants deemed most qualified based on experience, training and education will be invited to participate in the interview process. Testing may include oral and written evaluations and may require the use of a computer.

**POSITION OPEN UNTIL FILLED**

*The Town of Tiburon is an equal opportunity employer*