



THE COUNTY OF SUTTER

Invites Applications for ACCOUNTANT II

\$4,316 - \$5,330/Monthly

FINAL FILING DATE:

March 26, 2018

THE POSITION: The current opening is in the District Attorney's Officer. Under general direction, performs a variety of professional accounting duties in the preparation, maintenance and review of financial records and reports which may include tax accounting, cost accounting, general accounting, internal control, capital assets and payroll accounting; maintains and monitors accounting quality standards within the department and/or countywide; serves as analyst involved in complex accounting, systems and budget issues. Occasional overtime and evening work may be required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Develops and implements accounting systems and procedures related to assigned area; may provide training and supervision on accounting functions; performs a variety of professional accounting duties in the preparation, maintenance and review of financial records and reports in assigned area; coordinates activities related to area of assignment with other County departments, divisions, and outside agencies; assists with inquiries regarding financial matters; maintains accurate and complete accounting records for prompt retrieval; prepares financial and budget analyses and/or other various reports; audits books, reviews records and advises on accounting procedures related to area of assignment; maintains chart of accounts for financial system; monitors cash balances and closes accounts, funds and/or budget units; prepares journal entries; develops and maintains automated databases; reviews, verifies, codes and enters data; may assist in the preparation and maintenance of the County cost allocation plan; distribute costs of labor and materials to proper cost accounts; prepares and types memoranda and correspondence; conducts mailings; sorts and files various records/documents; distributes reports; may coordinate or supervise the work of lower level technical or clerical staff.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received and only the most qualified will be interviewed.

Knowledge of: Principles and practices of accounting and auditing; modern office methods, equipment, and procedures; Federal, State and County laws, policies and procedures related to payroll; applications of generally accepted accounting principles, governmental accounting and budgeting.

Ability to: Apply established methods of a variety of accounting transactions and problems; properly interpret and make decisions in accordance with laws, regulations, and policies; develop and implement accounting systems and procedures; provide lead supervision of assigned staff; work independently in the absence of supervision; communicate clearly and concisely, orally and in writing; establish and maintain cooperative relationships with those contacted in the course of work.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university in accounting, business administration or related field; and two years of accounting experience; some positions may require cost accounting experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

*If you do not possess a Bachelors Degree in a related field, **please provide all completed Upper Division core course work by completing the attached form and including it with the CalOpps application. Core course work** for the education requirement is equivalent to approximately 30 semester units of **Upper Division** courses required for the Major.

[Please note *in detail* your entire hands-on accounting duties/experience on your application.](#)

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry, and/or use of calculators, ten-key adding machine, or use of other office equipment or supplies.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised: 03/08/18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>			<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.