SANTA ANA, CITY OF (CA) invites applications for the position of:

Accounting Assistant

**SALARY:** $24.91 - $33.40 Hourly
$996.23 - $1,336.15 Weekly
$4,317.00 - $5,790.00 Monthly
$51,804.00 - $69,480.00 Annually

**OPENING DATE:** 09/09/21

**CLOSING DATE:** 09/23/21 11:59 PM

**TYPE OF RECRUITMENT:** Open Competitive

**DESCRIPTION:**
The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

The current vacancy is in the Public Works Department. Duties in this position include preparing or verifying invoices and similar documents, verifying municipal financial and accounting records, maintaining records of financial transactions and answering questions regarding invoice payment status, purchase requisitions and other basic financial data.

Under immediate supervision, performs a variety of routine clerical work involved in receiving, distributing and maintaining financial and statistical records, receiving and disbursing cash.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
Gathers, assembles, tabulates, checks, and posts financial and statistical data. Makes extensions and computes charges or rates from established schedules. Maintains simple accounts, posting entries from supporting documents and records, including verifications of invoices with supporting documents. Verifies eligibility for and issues various permits or licenses, provides information, and answers complaints in accordance with established policy. May compute payroll. Accepts payments and fees as well as ensures prompt payment for City purchases. Makes change and issues receipts. Guards against receipt of counterfeit money and post-dated checks. Assists in tracking worthless checks and verifying dates and signatures. Records and balances records of expenditures for budgetary control. Operates ten-key adding machines, calculators, personal computers, and similar office machines. May balance petty cash accounts. May calculate and record labor, material, equipment and other cost data for departmental projects. May serve at a public counter. May perform light typing assignments and receipt of incoming mail. Performs other functions as assigned.

**Characteristics of Successful Performers**
Successful performers are well-organized and detail-oriented self starters skilled in computations and
financial records processing, who work efficiently in a fast-paced environment. When responding to interdepartmental employees or the public, they are pleasant, courteous, and helpful. Good judgment and good communication skills are essential qualities of Accounting Assistants.

**MINIMUM QUALIFICATIONS:**
Education and experience equivalent to graduation from high school, including or supplemented by courses in office practices, and experience in performing financial, statistical or other clerical work, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

**Desirable Knowledge, Skills And Abilities**

**Knowledge of:** modern office practices and procedures; business English, spelling and arithmetic; methods of handling, receiving, and maintaining records of money received.

**Skill in:** making arithmetic computations; filing; maintaining office records; the operation of office equipment, including ten-key adding machines, calculators, and personal computers.

**Ability to:** make change with speed and accuracy; understand and follow oral and written directions; apply good judgment in making minor decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures; establish and maintain effective working relationships with other employees and the public.

**SELECTION PROCESS:**
All applicants are required to complete and submit a City of Santa Ana application and answer the supplemental questionnaire online. Resumes or faxed copies will not be accepted in lieu of the City online application and questionnaire. To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: Online Employment Application Guide.

Applications and answers to the supplemental questionnaire will be thoroughly reviewed by the Human Resources Department. Those applicants possessing the most pertinent qualifications will be invited to continue in the selection process which will include:

**Written Examination:** (Weight of 50%) which may include questions on number checking, business arithmetic, business vocabulary, business theory, and applied bookkeeping. Scores on file for candidates who have taken this exam within the last six months will be used in this recruitment and these candidates will not re-take the exam. All candidates need a minimum passing score in order to be invited to participate in the oral interview exam. Calculators will be permitted during the exam.

**Oral Interview Examination:** (Weight of 50%) will evaluate the candidates' experience, training, education and abilities in relation to those factors which are essential for successful performance on the job. Candidates must receive a minimum passing score on the oral exam for this position in order to be placed on the eligible list.

Candidates must achieve a passing score in every component of the selection process in order to be placed on the eligible list. The Human Resources Department may waive either the written or oral examination. When one section is waived the remaining section will receive a weight of 100%.
APPLICATIONS MAY BE FILED ONLINE AT:
http://www.santa-ana.org

Human Resources, M-24
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