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

Senior Accountant

**SALARY:** $36.29 - $48.64 Hourly  
$1,451.77 - $1,945.62 Weekly  
$6,291.00 - $8,431.00 Monthly  
$75,492.00 - $101,172.00 Annually

**OPENING DATE:** 01/23/19

**CLOSING DATE:** 02/18/19 11:59 PM

**TYPE OF RECRUITMENT:** Open Promotional

**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.

Under general direction, provides a variety of complex professional accounting services, administers financial transactions, and prepares various financial statements and reports.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
Coordinates audit service requirements and provides assistance to external auditors. Assists in the development, planning, and coordination of the City's Internal Audit Program. Assists in the development of a risk assessment for City Departments, functions, or process for which may require an examination in testing the existing internal controls or risk environment. Under general direction, performs internal audit examinations. Prepares reports identifying any material weakness or related findings to the examined control, function, or process. Assists with the preparation of the Comprehensive Annual Financial Report (CAFR). Completes CAFR components such as Government-wide Financial Statements, Notes to the Basic Financial Statements, and Management's Discussion and Analysis. Keeps current on the Governmental Accounting Standards Board (GASB) pronouncements and participate in the implementation process. Ensures financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). Keeps current on local, state, and federal grant regulations and compliance requirements. Assists in annual budget preparation by establishing appropriate budget accounts and reconciling CAFR information with the budget. Monitors, reviews, analyzes, and reconciles the fiscal operations of various City funds and programs. Provides appropriate recommendations to City staff and officials. Analyzes financial statements including, but not limited to, reconciliation of balance sheet accounts, interpretation of revenue and expenditure trends, and identification of process improvements allowing for enhancement of financial reporting. Develops written accounting policies and procedures. Supervises and directs the activities of assigned professional and para-professional staff. Assists the Information Technology Department by coordinating the testing of software upgrades. Performs other related functions as assigned.
CHARACTERISTICS OF SUCCESSFUL PERFORMERS
Successful performers in this classification are extremely well organized and detail oriented. They enjoy analyzing a variety of information and data in order to identify problems and recommend solutions. In addition, these individuals possess excellent interpersonal skills, communicate findings, and provide recommendations to City management and/or affected departments. These self-starters are perceptive and action-oriented; they recognize the time-sensitivity and importance of each stage of their work and respond accordingly. Successful performers are comfortable setting priorities and serving as a resource to other City staff, including other members of the Accounting Division.

MINIMUM QUALIFICATIONS:
Education and experience equivalent to graduation from a four-year college or university with a degree in Accounting, Finance, or a related field supplemented by eighteen semester units of accounting coursework, and three years of progressively responsible professional accounting experience; or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of: the CAFR; grant programs and auditing procedures; internal audit accounting theory, principles, and practices; cost accounting; municipal accounting and revenue sources; applicable laws, regulations, procedures, and processes governing the receipt and expenditure of municipal monies; financial software such as Lawson; financial analysis and research procedures.
Skill in: the utilization of financial computer application packages.
Ability to: apply professional accounting principles; retrieve and analyze financial data from computer databases; maintain a complex set of fiscal and accounting records; prepare complete and accurate reports and financial statements; perform detailed work involving written or numeric data and make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with other employees and public; instruct and supervise assigned personnel.

HIGHLY DESIRABLE
Certification as a Certified Public Accountant (CPA).

SELECTION PROCESS:
All applicants are required to complete and submit a City application form and a Supplemental Application Form (SAF) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SAF. 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 SAFs will be 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:

Oral Interview Examination: (Weight of 100%) which will evaluate the candidates' experience, training, education, and abilities in relation to those factors which are essential for successful performance on the job. Candidates need a minimum passing score of 70% in order to be placed on the eligible list.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.santa-ana.org
Human Resources, M-24
PO Box 1988

Job #97-19 OC
SENIOR ACCOUNTANT
OC
Senior Accountant Supplemental Questionnaire

* 1. Please describe your experience in preparing a Comprehensive Annual Financial Report (CAFR). If none, type "none."

* 2. Please describe your experience in administering and/or auditing grant funds. In your response, please provide details on your level of knowledge on federal/state grant programs and compliance guidelines. If none, type 'none.'

* 3. Please describe your experience in reconciling account ledgers; please include the type of ledgers used (general, subsidiary, balance sheets, etc.). If none, type 'none.'

* 4. Please describe your accounting and finance experience in the public sector (e.g., city, county, or state government). If none, type 'none.'

* 5. Are you currently certified as a Certified Public Accountant (CPA)?
   - ☐ Yes
   - ☐ No

* 6. If not discussed previously, please describe any other relevant education, experience, or skills you have which would be beneficial in performing the duties of this position.

* Required Question