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

Supervising Accountant

**SALARY:**
- $41.81 - $56.08 Hourly
- $1,672.38 - $2,243.31 Weekly
- $7,247.00 - $9,721.00 Monthly
- $86,964.00 - $116,652.00 Annually

**OPENING DATE:** 11/20/19

**CLOSING DATE:** 12/18/19 11:59 PM

**TYPE OF RECRUITMENT:** Open and 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 direction, supervises, establishes, coordinates, and maintains general accounting systems in order to provide financial information for City management and outside sources in accordance with Generally Accepted Accounting Principles (GAAP) and legal requirements.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
Develops, maintains, and improves accounting systems to record and control City assets based on established departmental budgets, Council minutes, management directives, grants, and contracts. Provides reliable and timely financial information to management, government officials, and other governmental agencies in accordance with GAAP and the prescribed reporting requirements of the Government Finance Officers Association and California Society of Municipal Finance Officers. Analyzes and evaluates existing accounting procedures and recommends process improvements to conform to industry best practices. Supervises, plans, reviews, and approves work performed by division staff. Trains and evaluates professional staff, as needed. Adjusts accounting records to conform with GAAP. Prepares statements, schedules, and notes to the financial statements. Studies, evaluates, and implements Governmental Accounting Standards Board pronouncements. Coordinates audit service requirements and provides assistance to external auditors. Prepares, reviews, and verifies the preparation of the City's financial statements as presented in the Comprehensive Annual Financial Report (CAFR). Assists with the preparation of annual cost recovery rates. Reconciles cash and investments. Oversees the capitalization of the City's fixed assets. Prepares and reviews a variety of financial statements and reports. Assists in overseeing the development and management of the internal audit program. Reconciles ledgers and reports. Conducts special studies and calculations. Provides technical assistance to other operating departments on accounting and budget matters. Evaluates and provides recommendations to enhance existing business processes. Assists with the daily management and operation of the division. Provides technical assistance and advice. Performs other functions as assigned.

**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, and four years of progressively responsible professional accounting experience, two of which must have been in a municipal accounting office and one in a supervisory capacity; or any equivalent combination of training and experience which provides the knowledge, skills, and abilities listed below.
HIGHLY DESIRABLE
Certification as a Certified Public Accountant (CPA) is highly desirable.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of: Federal, State, and local laws affecting municipal finance; accounting principles and practices; cost accounting; municipal accounting and revenue sources; auditing procedures.
Skill in: the utilization of financial related computer application packages.
Ability to: Plan and supervise the work of accounting division staff; train staff; apply professional accounting principles; maintain a complex accounting system; prepare complex financial reports; make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with other municipal officials, managers, external auditors, employees, and the public.

SELECTION PROCESS:
All applicants are required to complete and submit a City application form and, if required, a Supplemental Application Form (SAF) online. Resumes and other documents attached to applications may not be considered in determining qualifications for this position. 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
Santa Ana, CA 92702
714-647-5340

Job #40-20 OC
SUPERVISING ACCOUNTANT
OC

Supervising Accountant Supplemental Questionnaire

* 1. Do you current possess a bachelor’s degree in Accounting, Finance, or a related field supplemented by eighteen semester units of accounting?
   ☐ Yes
   ☐ No

* 2. Do you currently possess four years of progressively responsible professional accounting experience, two of which are in a municipal accounting office and one in a supervisory capacity?
   ☐ Yes
   ☐ No

* 3. If you answered "No" to one or both questions above, please explain how you meet or exceed the minimum requirements of this position. (If you answered "Yes" to both questions above, write "N/A")
4. Certification as a Certified Public Accountant (CPA) is highly desirable, but not required. Do you currently possess this certification?
   - Yes
   - No

5. Please describe your experience in preparing a Comprehensive Annual Financial Report (CAFR). If none, write "None."

6. 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, write 'None.'

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

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

9. 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