

IDEAL CANDIDATE:

The City of Cloverdale, CA is seeking a highly qualified, enthusiastic person to fill its Accounting Technician position.

The ideal candidate will have exceptional technical skills and a strong desire to provide superior service to both internal and external customers.

Cloverdale has worked hard at developing a high-performing organization, and employs the use of best practices. We are continuing to build a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful, and rewarding, we urge you to complete an application.



City of Cloverdale, California

P. O. Box 217
124 N. Cloverdale Boulevard
Cloverdale, CA 95425
Phone: 707.894.1711
Fax: 707.894.3451
Hours: M-Th, 8a-5p



is recruiting for:

Accounting Technician Promotional Only Recruitment



FILING DEADLINE:

THURSDAY, AUGUST 6, 2020

Job Announcement:

Accounting Technician

About the City:



Incorporated in 1872, the City of Cloverdale, CA is located 80 miles north of San Francisco and 80 miles east of the Pacific coast on Hwy 101. The City is 2.7 square miles, with a

population of 9,100.

Cloverdale is ideally situated in the northern Alexander Valley basin in Sonoma County — the heart of the wine country. Recreation opportunities abound in the City and its surroundings, including the 70 acre Russian River Park and 420 acres of protected hillside open space, and beautiful Lake Sonoma, located minutes from town.

About the Position:

The Accounting Technician performs a variety of technical accounting and administrative tasks that require some knowledge and application of general accounting principles, as well as governmental accounting regulations and practices. The Accounting Technician also maintains various lease agreements and oversees the issuance, renewal and associated record keeping of permits and licenses, such as encroachment permits and business licenses.

Selected Examples of Duties:

- Performs accounting tasks related to the technical maintenance of the City's financial record keeping, reporting and control systems; provides technical accounting support in a wide range of financial areas, including general accounting procurement, and utility billing.

- Receives utility and permit payments and fees, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- Provides complex customer service support to employees and the general public and responds to and resolves issues and complaints in the area of assignment.
- Issues, renews and maintains associated records of the City's business license other license programs; conducts investigations associated with licenses; issues licensing notices and collects fees.
- Provides technical assistance for financial audits; reviews assigned account records for compliance with government auditing and accounting standards; prepares audit work papers and other support documentation.
- Produces and ensures the execution and ongoing compliance of professional service, lease and other agreements.

Desired Minimum Qualifications:

- Associate's degree with major coursework in accounting, finance, bookkeeping or a closely related field.
- Two years of accounting experience, preferable in a public agency setting.

Compensation:

- Hourly Rate: \$27.3028—\$33.1867
- Total compensation includes generous health benefits, leave accruals and retirement.
- The Accounting Technician is a represented, FLSA non-exempt position.

To Apply:

If you are a current City of Cloverdale employee and interested in this position you are invited to email a completed City application form to speterson@ci.cloverdale.ca.us or submit to the following address:

City of Cloverdale
124 N. Cloverdale Blvd.
Cloverdale, CA, 95425

Application materials can be obtained online at <http://www.cloverdale.net/employmentapplication>

Application Deadline:

Applications due August 6, 2020.

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

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