CITY OF SAUSALITO
Dale Vaughn, Administrative Services Manager
420 Litho Street, Sausalito, CA 94965
Phone (415) 289-4130 FAX (415) 289-4167

JOB OPPORTUNITY
ACCOUNTING TECHNICIAN

Full-Time Position in the Finance Department

Employee Group: Confidential Employee Group (Unrepresented Unit); Non-exempt

Salary: $4,013 - $4,878 per month (will increase 7/1/2008). That salary includes 8% that is deducted and sent to CalPERS for the employee's retirement plan.

Benefits:

- **Cafeteria Plan:** City contributes a set amount per month, depending on employee's classification: Employee Only ($558.27 per month), Employee + 1 dependent ($1031.23 per month), or Employee +2 or more dependents ($1,315). The employee may use that contribution to choose among options for medical, dental, vision plan, life insurance, and long-term disability.
- **Paid Leave:** Employee earns 120 hours vacation leave per year and 8 hours sick leave per month. There are 10 paid fixed holidays + 16 hours of floating holidays per year.
- **Retirement:** Public Employees Retirement System (PERS) Local Miscellaneous 25% at 55; single highest year comp; sick leave conversion. City employees do not participate in Social Security.
- **Additional Benefits:** Credit Union membership available; three deferred compensation programs available; Employee Assistance Program; education incentive.
- **Union Membership:** Confidential Group employees are not represented by a labor union.

THE FINANCE DEPARTMENT is responsible for a diverse range of services to the City organization and to the community. The Finance Department provides budget preparation and management; internal control; financial management; accounts payable and receivable; payroll administration; investment management; oversight of parking operation; and business license administration.

The ACCOUNTING TECHNICIAN will perform accounting work in the following areas: responsible for accounts payable; perform billing and collection functions; maintain and balance general and/or subsidiary accounting ledgers; make journal entries; prepare bank deposits and perform reconciliation; audit cash receipts; prepare statements, reports, spreadsheets and budgets from a variety of data; create a variety of new accounts; perform related duties as required.

YOU ARE ENCOURAGED TO APPLY IF YOU:

- Have knowledge of principles and practices of accounting, financial record keeping and reporting
- Have proficiency with computer software and programs, including Microsoft Excel and Word
- Have familiarity with methods, practices and terminology used in preparation and maintenance of accounting reports
- Have ability to understand and interpret personnel rules and policies and labor contracts
- Have knowledge of procedures relating to billing, accounts payable, and payroll processing
- Are a team player who understands how everyone working together produces a successful outcome for the organization's goals
- Have a strong work ethic
- Are dependable and possess good organizational skills
- Are able to work under pressure
- Are able to communicate and write clearly and concisely
- Maintain attention to detail even while multi-tasking
- Get along well and can maintain a positive relationship with coworkers, supervisors and the general public

ACCOUNTING TECHNICIAN - EXAMPLES OF JOB DUTIES:

- Maintain and balance general and/or subsidiary accounting ledgers
- Make journal entries
- Post to general and subsidiary ledgers
- Close and balance accounts and prepare bank deposits and reconciliation
- Audit cash receipts and disbursements
- Process accounts payable
- Run billings and follow up on collection
- Prepare statements, spreadsheets, reports and budgets from a variety of data in accordance with specific reporting format and accounting principles
- Backup payroll function
- Perform related duties and responsibilities as required

EXPERIENCE AND EDUCATION REQUIREMENT:

Experience: Two years of increasingly responsible technical accounting experience, preferably in a municipal accounting environment.

Education: Associate Degree with concentration in Accounting or Finance or related field.

APPLICATION PROCEDURE:

Applicants interested in this position must submit all of the following:

- City of Sausalito Employment Application
- List of 3 work references. Please list former supervisors for work similar to that of the Accounting Technician.
- Written responses to the following Supplemental Questions must be submitted with the Employment Application.

1. *Describe your general ledger experience in areas such as accounts receivable, payroll, month-end closing, account reconciliation, and audit.*

2. *Describe your experience in handling cash deposits and bank reconciliation.*

3. *Describe your experience in processing accounts payable.*

4. *Describe your experience in billing and collection.*

You may obtain the City of Sausalito Employment Application by visiting www.ci.sausalito.ca.us, e-mailing jlimost@ci.sausalito.ca.us.

DEADLINE TO APPLY: The position is open until filled. The most qualified applicants will be invited to interview. The top candidate selected will be offered the position contingent on successfully passing thorough background and reference checks.

HOW TO SUBMIT APPLICATION MATERIALS:

You may submit application materials in any of the following ways:

- **DROP OFF OR MAIL:** City of Sausalito
  Attention: Finance Department
  420 Litho Street, Sausalito, CA 94965
- **FAX:** Attn: Finance Department at (415) 289-4167
- **EMAIL:** jlimos@ci.sausalito.ca.us

For more information about our beautiful city, visit our City Hall website at: *www.ci.sausalito.ca.us*