

THE CITY OF RIVERSIDE

A Great Place to Live, Work and Play

SENIOR ACCOUNTANT

\$5,244-6,689/month + Excellent Benefits

**Applications will be accepted
until February 21, 2010**

The City of Riverside seeks advanced professional accounting work in the maintenance and review of fiscal records and preparation of financial reports for the Public Utilities Department. Work involves performance of advanced accounting duties in the maintenance of complex, computerized accounting records. Work requires the application of professional accounting techniques to a variety of problems, considerable judgment in allocating charges and credits to proper accounts, and in the preparation of standard and special financial reports. Employee exercises independent judgment in the interpretation of procedures and regulations under general supervision. Work normally involves supervision of clerical and subordinate accounting personnel.

DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not limited to, the following:

- Maintain general and subsidiary ledger controls.
- Analyze, verify and reconcile general ledger accounts.
- Supervise and coordinate general ledger entries.
- Review and analyze contracts and/or leases made by the city to outside sources; verify contractors and/or lessee's fulfillment of contractual obligations.
- Assist in detailed preparation of annual financial and statistical reports.
- Assist in the development and implementation of special computer programs for accounting applications.
- Prepare a variety of monthly and quarterly financial reports.
- Assist in budget preparation.
- Assist in developing new and modifying accounting procedures.
- Coordinate accounting related activities with other city departments, divisions and sections.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.

MINIMUM QUALIFICATIONS:

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major work in accounting or business administration.

EXPERIENCE:

Three years experience in governmental or commercial accounting preferably including one year in a supervisory capacity. Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

DESIRED QUALIFICATIONS:

Certified Public Accountant is highly desirable.

KNOWLEDGE:

- Accounting principles and practices.
- Principles of financial administration, including budgeting and reporting.
- Modern office practices and standard office and accounting equipment.
- Principles of supervision, training and performance evaluation.

ABILITY TO:

- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Perform original work in the development and modification of accounting systems.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.

The City of Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment.

**For a complete job description and
to fill out a required on-line application, please visit:**

www.riversideca.gov/human

An Equal Opportunity Employer