



THE CITY OF HIDDEN HILLS

Invites applications for Accounting Specialist

POSITION AVAILABLE

The City of Hidden Hills is seeking a knowledgeable, dedicated and seasoned Accounting Specialist with a background in municipal bookkeeping/accounting capable of performing a wide variety of finance/accounting assignments and tasks involving financial transactions, recordkeeping, accounts payable, payroll, and assistance in budgeting for municipal services.

DUTIES AND RESPONSIBILITIES

Under the supervision of the City Manager, prepares and processes, posts and maintains expenditure records from invoices, contracts and other related documents. Handles financial records maintenance, billings, payroll processing and correspondence; assists in preparing closing entries to the general ledger; assists in preparation of annual and interim financial reports; prepares and monitors special program accounts, including developer deposits in the General Fund; assists City Treasurer in receiving, posting, and balancing all revenues with bank statements; prepares warrants and demand registers; responds to questions and provides information regarding established policy or procedures; provides liaison to vendors when needed. Operates in-house governmental accounting programs on office computer system, and performs daily backup procedures. Meets with others in-person, both informal and formally, for a variety of purposes related to work duties and City operations. Provides additional administrative tasks as needed or requested.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: General municipal operations; principles, practices, terminology and forms used in standard bookkeeping financial record keeping, and treasury tasks; governmental accounting principles and documentation; fund accounting and inter-fund entries; data processing techniques and computer operation; secretarial and general office methods and techniques; community relations; and customer service practices.

Ability to: Perform data entry and operate a computer terminal; understand, interpret, and apply fundamental principles of governmental accounting, related policies, and procedures, reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents; prepare and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; receive, post and track invoices, receive checks and handle money and balance cash receipts; understand and carry out emergency preparedness procedures; understand and carry out City policies and work effectively as a member of a team; establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees, contract personnel and members of the public; exercise tact, courtesy, alertness, and good judgment in responding to others; maintain regular and predictable attendance.

MINIMUM REQUIRMENTS

Any combination and experience that will likely provide the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

Education: Graduation from high school or equivalent, supplemented by college level course work in basic accounting, bookkeeping, or finance. Bachelor's degree from an accredited college or university with a major in accounting, finance or related field is desirable.

Experience: Two years in a position in general accounting, including duties relative to accounts payable, accounts receivable, financial records and reports.

Possession of a valid California driver's license is required or ability to obtain one within a reasonable time of starting employment, not to exceed two weeks.

COMPENSATION AND BENEFITS

The hourly salary for this FLSA non-exempt position is from \$25.19 to \$37.70 per hour, DOQ. The City of Hidden Hills offers a competitive benefits package, which includes:

- Retirement: Classic Member - PERS 2% @ 60, three year final compensation. Employer pays full contribution, New Member - PERS 2% @ 62, three years final compensation. Employee pays 6.25% of the contribution.
- Medical Insurance: City pays for employee share of CalPERS medical insurance. City also provides and pays for employee share of dental and vision plans.
- City contribution for retiree health insurance for retired employees with at least twenty years of service with the City.
- Vacation: 10 days annual accrual after six months.
- Additional Leave: sick leave 1 day per month; maximum 15 days.
- 10 days paid holiday leave per year in addition to noon on working day proceeding Christmas Day through New Year's Day.

These benefit descriptions are summaries and in the event of a conflict, the terms of the applicable plan or law will prevail. City benefit plans are subject to change at any time to the maximum extent permitted by law.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. This appointment shall be made by the City Council.

RESERVATION OF RIGHTS

The provisions of this bulletin do not constitute a contract, express or implied, and the City reserves the right to amend, modify or revoke any provisions contained in this announcement without notice. The City also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment. The City is an equal opportunity employer and does not discriminate on any basis protected by law. The City is committed to making its jobs, programs and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (818) 888-9281.

THE CITY

The City of Hidden Hills is nestled between the western foothills of the San Fernando Valley in Los Angeles County and the Ventura County line, California. It is a unique residential gated community with a total land area of just under two square miles and a population of approximately 1,900 on 648 home sites. Its residents enjoy a city that has preserved a country way of life that has nearly vanished from the surrounding communities of Southern California. It boasts an authentic rural atmosphere as witnessed by the absence of sidewalks and street lights and by the presence of horses and bridle paths. The deep setbacks, white three-rail fences, corrals, barns, and natural rustic equestrian trails tell visitors that Hidden Hills is a truly special place to live.

CITY GOVERNMENT

Incorporated on October 19, 1961, Hidden Hills is a general law city with a Council/Manager form of government. The City Council is comprised of five members elected for overlapping four-year terms, with elections held in March of odd numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro-Tem for one-year terms.

City government operates under the direction of the City Manager with a FY 2016-2017 General Fund operating budget of approximately \$1.8 million. There are three (3) full-time employees including the City Manager, City Clerk and Accounting Specialist. The City's Engineering, Planning and Building services are contracted out to a private company. The City also contracts for law enforcement, fire and other service.

HOW TO APPLY

To be considered for this exceptional career opportunity, submit a City application, and resume to:

City of Hidden Hills
6165 Spring Valley Road
Hidden Hills, CA 91302

Deadline to apply is by March 15, 2017

First round interviews are expected to take place the week of March 20th.

Questions regarding this position can be directed to Kerry Kallman, City Manager, (818) 888-9281, or by email at Kerry@hiddenhillscity.org. A City employment application can be obtained from City Hall or at www.hiddenhillscity.org.

CITY OF HIDDEN HILLS

Employment Application



APPLICANT INFORMATION										
Last Name			First			M.I.		Date		
Street Address						Apartment/Unit #				
City			State			ZIP				
Phone			E-mail Address							
Date Available			Social Security No.			Desired Salary				
Position Applied for										
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?			
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
EDUCATION										
High School				Address						
From		To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address						
From		To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address						
From		To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES										
<i>Please list three professional references.</i>										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company

Phone

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Company

Phone

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Company

Phone

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO **MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date