

CITY OF LAWNSDALE



ACCOUNTING SPECIALIST

SALARY: \$4,215 - \$5,123 PER MONTH PLUS BENEFITS

**OPEN: DECEMBER 30, 2020
PLEASE APPLY IMMEDIATELY**

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION: Under supervision, perform a variety of paraprofessional accounting and administrative duties to include: accounts payables, accounts receivables, collecting revenue and fees, preparing financial reports and providing front counter customer service to the public.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: review and validate purchase requisitions and purchase orders; receive documents, invoices and payment vouchers to ensure appropriate accounting codes, authorization and compliance with contractual, legislative and city guidelines and policies; process payments; generate checks and reports using accounting software; research lost payments, invoices and financial recording documents; prepare accounts receivable billings; cashiering; explain City process, procedures and systems to city employees, the public and vendors; may assist with business license and payroll processing; respond to public information requests; and perform other duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application and Supplemental Application Questionnaire to the City of Lawndale's Administrative Services/ Human Resources Department. All application materials, to include: employment application, resume and supplemental responses will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process, which may include, but not limited to: application review and evaluation, interview, written and/or performance test. A passing score of at least 70% is required on each phase of the selection process to be placed on the eligibility list, which will remain active for a period of up to one year. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**

MINIMUM REQUIREMENTS

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Any combination of work experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: graduation from high school or its equivalent **AND** two (2) to three (3) years of accounts payable and accounts receivable experience preferably in public sector/ government setting. Associates degree in accounting, finance or business administration is highly desirable. Must possess and maintain a valid California Class C Driver's License and a Certificate of Automobile Insurance for Personal Liability is required.

KNOWLEDGE OF: Principles and practices of accounting methods, procedures and terminology; practices and procedures of accounts payable, accounts receivable, general ledger; purchasing and procurement practices; cashiering, invoicing and collections; governmental fund accounting principles; reconciliation, payroll and business licenses; rules, laws and policies concerning fiscal and accounting functions; general office practices and procedures; principles and practices of government accounting software; Microsoft Word and Excel.

Ability to: Communicate effectively orally and in writing; pay close attention to detail; meet deadlines; maintain complete, accurate and timely accounting records; perform and understand mathematical computations quickly and accurately; follow written and oral instructions; establish and maintain positive and productive working relationships and work as a team. On a continuous basis, sit, stand, walk; intermittently, twist to a reach equipment; squat, climb, kneel and bend; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 25 pounds occasionally.

CITY OF LAWNSDALE

14717 BURIN AVENUE, LAWNSDALE, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 50 full-time and part-time equivalent customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Human Resources Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

SALARY AND BENEFITS

POSITION	STEP				
	A	B	C	D	E
Accounting Specialist	\$24.32 hr. \$4,215 mon. \$50,577 yr.	\$25.53 hr. \$4,425 mon. \$53,099 yr.	\$26.81 hr. \$4,646 mon. \$55,756 yr.	\$28.15 hr. \$4,879 mon. \$58,549 yr.	\$29.56 hr. \$5,123 mon. \$61,477 yr.

EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act (PEPRA). The City offers 2% @55 formula for “classic members” and 2% @62 formula for “new members.” The City does not participate in Social Security.
- **BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and a wellness reimbursement program (\$100 per fiscal year).
- **WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.
- **LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.
- **LIFE INSURANCE** – All full-time employees receive a life insurance policy.
- **LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.
- **DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.
- **CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.



CITY OF LAWDALE

Supplemental Application Questionnaire

Please answer all of the following questions completely and accurately. Incomplete or illegible responses to the Supplemental Questions will not be considered and will eliminate you from further consideration. This signed Supplemental Application Questionnaire and Responses must be submitted with your official Employment Application.

1. Do you have an associate degree with a specialization in accounting, finance, business information systems or budgeting? If so, please attach a copy of your degree or college transcripts.
 Yes
 No

2. Describe your experience working in the following areas: (List the organization(s) you worked for, dates of employment, your specific duties, and your scope of responsibility)
 - Accounts payable
 - Accounts receivable
 - Cashiering
 - General Journal Entry
 - Business Licensing

3. Describe your experience working with automated financial accounting systems/ software applications? In your response, please identify the financial system/ software application used, what tasks have you performed using the application system and rate your skill level (beginner, intermediate, advanced).

4. Describe your customer service experience.

I certify that the information provided is accurate and complete to the best of my knowledge:

Signature:

Date