

CITY OF LAWNSDALE

ACCOUNTING MANAGER

OPEN: WEDNSDAY, FEBRUARY 28, 2024 (REPOST)
CLOSED: PLEASE APPLY IMMEDIATELY

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION: Under general supervision, supervise, plan and coordinate the activities of the Finance Department. Perform advanced financial and accounting work, including financial statements, reports, budgets, annual audits, fund management and general ledger activities.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: plan, organize, manage and evaluate the city's comprehensive governmental accounting system; establish, monitor, verify, reconcile and adjust accounts and accounting systems; review documents authorizing expenditures from various accounts for conformance with existing legal and procedural requirements; analyze general ledger accounts to verify accurate and complete recording of assets, liabilities, revenue and expenditures; supervise general accounting, accounts receivable and payable, and payroll functions; prepare, record and post general journal entries; coordinate audit activities and provide assistance to outside accountants and auditors; assist in the preparation of the annual budget and quarterly review; prepare bank and cash reconciliations; select, train, evaluate personnel; prepare special analysis, reports and studies as assigned; assist in the preparation of the Annual Comprehensive Financial Report (ACFR); may attend evening and weekend meetings; prepare reports and make presentations and formal recommendations to City Council, community groups, boards and outside agencies as needed; act as the department head in absence of the Director of Finance; and perform other duties as assigned.

MINIMUM REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration or related field AND five (5) years of professional full-time experience in accounting; two (2) years or more in a supervisory capacity in a complex municipal finance department. A Master's degree and Certified Public Accountants (CPA) credential is highly desired, but not required. Possession and maintenance of a valid California Class C Driver's License and a Certificate of Automobile Insurance for Personal Liability is required.

Knowledge of: Budget, government fund accounting and auditing principles and practices, including generally accepted accounting principles; budget monitoring and reporting techniques; grant accounting; federal, state, city rules, regulations and laws governing fiscal and accounting functions; fund management and general ledger activities; principles of supervision, training and performance evaluation; office procedures and methods; computer systems and software related to financial systems and programs.

Ability to: Apply accounting principles and techniques to practical accounting and financial problems; prepare detailed and complex financial and accounting reports; analyze financial data; interpret and apply relevant city, county, state and federal statutes, rules, ordinances, codes and regulations governing municipal finance and accounting; management and/or supervision principles; assist in the development, installation and maintenance of accounting systems; work with and manage conflicting deadlines to complete projects and assignments; communicate effectively in writing and orally, and reason logically and creatively; establish and maintain effective and cooperative working relationships. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand to perform office activities; perform simple grasping and fine manipulation; occasionally bend, squat, stoop, kneel, push, pull; lift/ move 10 pounds and occasionally lift and/or move up to 25 pounds; subject to frequent interruptions, public contact and moderate noise level in the work environment.

SELECTION PROCEDURE: Applications are being accepted immediately and subject to close anytime (tentative closing April 11, 2024). 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 and resume will be screened and only the most qualified applicants, 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.



ACCOUNTING MANAGER

SALARY: \$8,973 - \$10,906 PER MONTH PLUS BENEFITS
COLA Pending City Council Approval

CITY OF LAWNSDALE
14717 Burin Avenue
Lawndale, CA 90260
(310) 973-3200
Website:
www.lawndalecity.org

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



ABOUT LAWDALE

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 31,800.

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 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application and supplemental materials must be received by the Administrative Services/ Human Resources Department, 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/closing date should you require an accommodation due to a disability in the testing process. All City of Lawndale 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. **NOTE: The City of Lawndale and its employees are required to comply with any state or County Public Health Orders. If the position for which you are applying is subject to any applicable State or County Order, you will receive notification of any subsequent requirement.**

SALARY AND BENEFITS

POSITION	STEP				
	A	B	C	D	E
ACCOUNTING MANAGER (2% COLA anticipated 7/1/23 & 7/1/24)	\$8,973 mo. \$107,673 yr.	\$9,421 mo. \$113,056 yr.	\$9,892 mo. \$118,709 yr.	\$10,387 mo. \$124,645 yr.	\$10,906 mo. \$130,877 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 health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; Tuition Reimbursement Program; and a Wellness Reimbursement Program.

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 – 12 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 accrued 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.



ACCOUNTING MANAGER

SUPPLEMENTAL APPLICATION QUESTIONNAIRE

Please answer all the following questions completely and accurately. The completed *Supplemental Application Questionnaire* and your responses must be submitted to the City of Lawndale's Administrative Services/ Human Resources Department along with your official Employment Application. It is the responsibility of the applicant to ensure responses and employment application are presented clearly, legibly and signed. Incomplete or illegible responses will not be considered and will eliminate your application materials from further consideration. **You must sign, date and include this page with your responses.**

1. Which of the following best describes your education level as it relates to this position? (*Please attach copy of degree with application materials*)
 - Some college, certification (s) or Associates Degree
 - Bachelor's Degree
 - Master's Degree

2. Which of the following best describes your years of full-time experience performing governmental accounting work for a municipal/government agency?
 - Less than five (5) years
 - Five (5) years
 - More than seven (7) years

3. Describe your working experience in accounting, budgets, financial audits, procurement, and grant accounting management.

4. Which of the following best describes your years of supervisory or management experience?
 - Less than two (2) years
 - Three (3) or more years

5. Describe your direct experience managing accounting, accounts payable, accounts receivable, payroll, business licensing.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that providing false or misleading information or failing to include a completed *Supplemental Application Questionnaire* will consider my application incomplete and my application materials will not be processed for consideration.

Print Name

Signature

Date