



The City of Kerman

Invites Your Interest In
The Full Time Position Of

Senior Accountant



THE COMMUNITY

The City of Kerman is a small town of 14,339 situated 15 miles west of Fresno in the heart of the agricultural-rich Central San Joaquin Valley. Kerman is a progressive City with a reputation as a fiscally sound and well-managed City.

The City enjoys the benefit of being within close proximity to the Sierra Nevada Mountains, home to Sequoia and Kings Canyon National Parks featuring abundant year-round recreational activities.

As the fastest growing City in Central California between 1990 and 2000, Kerman has experienced many recent developments that have added new jobs and increased property and sales tax revenues to help support ongoing core services to the community.

The City of Kerman is a community with a high level of pride and concern for preserving the quality of life. Citizens enjoy low crime, good schools, affordable housing, and parks and recreational activities.

THE ORGANIZATION

The City of Kerman is a General Law City and operates under the Council-Manager form of municipal government. The City is governed by a five-member City Council. The Mayor is elected to a two-year term and Council Members are elected to four-year terms. The City Manager is responsible for policy implementation and overall operations.

THE POSITION

The City of Kerman is seeking an Senior Accountant in our Finance Department to perform the following duties: analysis, preparation and maintenance of financial records and reports; lead support for payroll, utility billing, accounts payable, business licenses, cash deposits, general ledger reconciliation, revenue accounting and receivables, perform auditing of accounting records and the preparation of the annual audit, prepare and process adjusting journal entries, maintain fixed asset records, grant management, assist with the development of the citywide budget, as well as a variety of other accounting functions relative to the position. Additionally the Senior Accountant will oversee high level personnel matters such as administering workers comp claims, assist employees and department heads with personnel matters and analyze and oversee employee benefits. The Senior Accountant may investigate and resolve complex inquiries or complaints from customers or vendors, or serve as a resource to various City departments relative to the assigned area of responsibility. The Senior Accountant provides support to the Finance Director to ensure City wide adherence to internal control procedures and accounting standards and assists in the resolution of computer and systems related problems with the City's IT service provider.



Motto: A Place Where
"Community Comes First"



Vision: Facilitate progress while
maintain the community's small
town character



Mission: Service. Safety. Liva-
bility.



Core Values: People, Excel-
lence, Team, Leadership and
Innovation



THE IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

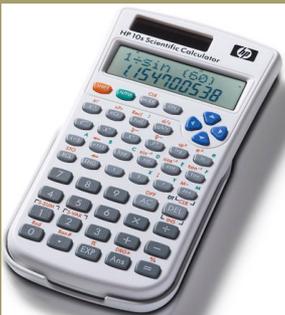
Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Equivalent to the completion of the twelfth grade supplemented by two years college level course work in accounting, bookkeeping or a related field and five years of professional accounting experience, preferably a minimum of two years in a public agency.

License or Certificate

Possession of or ability to obtain an appropriate valid California driver's license. A DMV printout is required if selected for the position.



The City of Kerman is seeking an experienced and highly skilled individual for the full time position of Senior Accountant to perform a variety of highly skilled financial reporting and analysis and support the day-to-day operations of the Finance Department.

The ideal candidates will possess the knowledge and experience to handle multiple tasks, adhere to deadlines, work cooperatively with others, work with a significant degree of independence, initiative and accountability.

The applicant should have knowledge of:

- Principles and practices of general, fund, and governmental accounting
- Internal controls and audit principles and practices

The applicant should have the ability to:

- Provide assistance to the Finance Director and the City Manager in the analysis of revenue and expenses; identify discrepancies and areas of concern
- Perform complex analysis on a variety of projects
- Oversee the maintenance and reconciliation of all general ledger accounts
- Prepare clear, concise and comprehensive financial statements, reports and written materials
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement
- Communicate clearly and concisely both orally and in writing
- Operate a computer and be proficient in MS Word and Excel
- Type at a speed necessary for successful job performance.
- Establish and maintain effective working relationships with all levels of City management and staff
- Provide training and support to other employees on finance software modules, including how to navigate modules, how to use the systems efficiently and how to obtain budget and account information and status of payables and receivables.
- Performs related duties as assigned.

COMPENSATION AND BENEFITS

Salary range \$4,155 - \$5,437 per month along with a comprehensive and competitive benefit package including:

- Vacation - 10 days (80 hours) annually through 5 years of service, increasing to 20 days based on time in service. Vacation is accrued per pay period.
- Holidays - Eleven days (88 hours) paid holidays annually.
- Sick Leave - 10 days (80 hours) sick leave annually accrued per pay period.
- Insurance - Health benefit coverage (health, dental and vision) paid by City for employee only. Employee pays 30% of health benefit cost for dependents, City pays 70%.
- Retirement - "Classic" CalPERS members plan 2% @ 60 (based on three-year average). Employees hired after July 1, 2012 pay the full 7% employee contribution. New CalPERS members as defined by PEPR effective January 1, 2013 plan 2% @ 62 (based on three-year average). New CalPERS members currently pay 6.25% employee contribution.
- Social Security coverage - The City participates in the Social Security System and employee pays employee portion.
- Long Term Disability Plan - 50% paid by City, 50% paid by employee.
- State Disability Insurance (SDI) - Paid by the City.
- Life Insurance - City paid life insurance coverage with AD&D for \$50,000 on employee and \$5,000 on dependents. Additional life insurance available to purchase at time of employment paid by the employee.
- Optional Deferred Comp (457 Plan) pre-tax employee salary reductions available for supplemental retirement and is funded by employee only.
- Flexible Benefit Program/Section 125 Flex Plan pre-tax employee salary reductions available and is funded by employee only.



To be considered for this position submit a completed City of Kerman employment application marked "confidential" to:

City of Kerman
Attn: Diana Gonzalez
850 S Madera Ave.
Kerman, CA 93630

(Postmarked, Faxed or Electronic Applications Not Accepted)

Applications can be obtained at www.cityofkerman.net. A City of Kerman application submitted before the deadline is required, a resume alone will not be considered for the position. Contact Diana Gonzalez at (559) 846-9381 or via E-mail at dgonzalez@cityofkerman.org if you need additional information.

Filing deadline: Wednesday, April 1, 2015 at 3 p.m.