



CITY OF CULVER CITY
invites applications for the position of:

~~Accounting Technician~~ Finance Specialist

The position title is scheduled to change to 'Finance Specialist' contingent upon City Council approval of the next release of the City's salary schedule.

An Equal Opportunity Employer

SALARY: \$5,400.27 – \$6,583.37 Monthly
\$64,803.18 – \$79,000.48 Annually

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

~~The positions assigned to this classification perform difficult accounting work under the supervision of assigned Manager. Typical duties may include:~~ The following tasks are essential for this position. Incumbents in this classification may perform all these tasks or may perform similar related tasks not listed here.

- 1) Leads, coordinates, and/ or supervises the routine work of the work of Senior Account Clerks and other clerical/financial support staff by reviewing progress to determine if work assignments are being met. Provides objective and constructive input for the performance evaluation of subordinates.
- 2) Performs complex finance activities including research of account histories, account reconciliation, accrual of expenditures and recording of revenues.
- 3) Verifies and posts cash receipts; applies credits and other adjustments to subsidiary systems and customer accounts as necessary. Records cash, checks, credit card payments, warrants and vouchers, and prepares receipts. Assigns account numbers, codes and issues receipts accordingly.
- 4) Reviews credit card and electronic payment transactions, payments and accruals of sales and use tax, prepares and records entries into subsidiary systems and the general ledger. Prepares and processes I.R.S.1099 forms and related reporting to tax agencies.
- 5) ~~Assures~~ Ensures the proper maintenance of various ledgers, journals, accounts, and other similar ~~accounting finance~~ records pertinent to the specific assignment. Prepares reports, ~~summaries, balances, and~~ identifies problems; and recommends solutions ~~and process improvements~~ for assigned responsibilities.
- 6) Audits ~~or~~ compares invoices against purchase orders and requisitions to ensure the correct billing for services rendered. Follows up and corrects any discrepancies in invoice transmittals, billed prices, discounts, and terms of payment; withholds payments of invoices pending submission of sufficient evidence of the claim. ~~Contacts vendors to rectify errors, reconcile statements, and expediate payments.~~ Processes invoices for payment.

- 7) Maintains automated accounts receivable systems and oversees collection procedures, which include preparing and mailing invoices, determining penalties, ~~and~~ following up by telephone and by mail. ~~Types and mails various types of insurance forms.~~ Determines bad debt based on established policies. ~~Sends bad debts to collection agencies and oversees the small claims function.~~
- 8) ~~Monitors cash flow and tracks investments transactions.~~
- 8) Performs complex procedures involved in tax administration, such as auditing business tax renewals, utility users tax returns and transient occupancy tax returns.
- 9) ~~Prepares a wide variety of financial analyses, forecasts, and reports utilizing Excel, Word, Powerpoint, and other computer software programs.~~ Greets the public politely over the telephone and in person. Responds to inquiries regarding a variety of taxes and fees. Interprets and explains municipal codes, ordinances, resolutions and other applicable laws and regulations to the general public. Investigates and resolves escalated complaints and concerns.
- 10) Provides individual or group customer service staff training in proper customer service technique, policies, and procedures; creates, composes, and edits training and procedural guides for customer service staff.
- 11) ~~Supervises the business tax renewal process.~~
- 11) Performs other related duties as assigned.
- 12) ~~Identifies better methods for meeting services demands through streamlining and improving work methods, and tests these possible improvements.~~
- 13) ~~Operates a variety of office machines including calculators, typewriters, data processing terminals, personal computers and other machines in the performance of accounting functions.~~
- 14) ~~Supervises the quality and quantity of the work of Senior Account Clerks and Account Clerks by reviewing progress to determine if work schedules are being met.~~
- 15) ~~Provides objective and constructive input for the performance evaluation of subordinates.~~

TRAINING AND EXPERIENCE:

~~Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be: two years of college work and two years of para-professional finance work as support staff for a division or department head. Additional experience may be considered in an accredited Associate of Arts degree in accounting with coursework in business administration and supervision; and five years of experience lieu of education on a year for year basis. Some Lead or supervisory experience is desirable. Knowledge of: the methods, practices and terminology used in governmental financial recordkeeping work; practices related to accounting systems; computer terminals and personal computers and their operations; municipal tax administration; general office practices and business methods.~~

~~A combination of education and experience equivalent to an Associate of Arts Degree from an accredited college or university in accounting and five (5) years experience, preferably in municipal or governmental accounting, or business tax.~~

Licenses and Certificates: None Required

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all components of an examination in order to be placed on the eligible list.

| <u>COMPONENTS</u> | <u>WEIGHT</u> |
|--|---------------|
| <ul style="list-style-type: none"> Written Test: To measure knowledge of accounting methods, practices and terminology. | 50% |
| | 50% |

- Appraisal Interview: To evaluate training, experience and personal qualifications.

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions)
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
