



ACCOUNTANT/ACCOUNTING SPECIALIST II

City of Agoura Hills, California

Accountant: \$7,221 - \$8,798/month

Accounting Specialist II: \$6,542 - \$7,971/month

Plus excellent benefits

Process documents and perform data entry relating to accounts payable and accounts receivable; review and edit documents and correct errors; prepare warrants, demand registers, and billings; reconcile accounts to the general ledger; maintain related files. Perform other accounting tasks assigned, such as reconciling and posting daily cash receipts; and petty cash; perform research and prepare summaries or reports relating to fiscal activity; assist in the preparation of the City budget. Respond to questions and provide information regarding established policies or procedures; provide liaison to vendors and city departments to resolve problems. Prepare quarterly tax returns, 1099 statements, and other reporting documentation related to payables; prepare manual checks; prepare or process benefits payments and calculate accruals; compile routine reports related to payroll activity. Assist in the preparation of the Annual Comprehensive Financial Report, State Controller reports, and related year-end financial statements, schedules, notes, and reports; ensure selected general ledger accounts and annual reports accurately reflect City's financial position at fiscal year-end; assist staff and City auditors with the pre-audit and audit.

ACCOUNTANT Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field and three years of experience in accounting or a related field, which involves maintaining financial and statistical records, including accounts payable, receivable, or payroll records. ACCOUNTING SPECIALIST II Completion of a college-level course work in basic accounting, bookkeeping, or finance; and two years of experience in accounting or a related field, which involves maintaining financial and statistical records, including accounts payable, receivable, or payroll records.

First review will be on August 24, 2023 at 5:00 pm. Qualified individuals must submit a City application. A resume will not be accepted in lieu of a completed City application. Apply online at: <https://www.agourahillscity.org>.