

EMPLOYMENT OPPORTUNITY

City of Aliso Viejo



SENIOR ACCOUNTING CLERK

Salary Range: \$32,500-\$41,600/yr

(Possible additional compensation available through the City's Pay for Performance Classification and Compensation System)

**FINAL FILING DEADLINE:
5:00 P.M. on August 13, 2003**

Scope of Work: Under general direction of the Financial Services Manager, performs a variety of accounting, clerical, and technical duties in the preparation, maintenance and processing of accounting records and financial transactions.

Background: The City of Aliso Viejo was incorporated July 1, 2001. As a new City, there are many challenges, but great opportunities to work and grow in a fast-paced environment with a dynamic and action-oriented management team.

The City of Aliso Viejo uses a progressive "Pay-for-Performance" compensation system that allows employees the opportunity to make higher rates of compensation than otherwise provided in a traditional 5-step merit system. Employees can be hired at any point in the compensation range, up to the control point. Each year, employees are rated and compensation may be increased in accordance with their rating and the changes in the Consumer Price Index. Employees do not "top-out" as in traditional step systems, but are awarded lump-sum performance awards when they reach the top of their range. All employees in the City of Aliso Viejo are employed "at-will".

EXAMPLES OF DUTIES: Process and match purchase orders, invoices and packing slips; verify accuracy of information; research discrepancies and unauthorized purchases; total batches and invoices for input to data processing; maintain updated 1099 information on vendors; and respond to vendor inquiries. Prepare journal entries for daily cash summary; billings; and miscellaneous journal entries as needed. Enter purchase orders in encumbrance system; verify and maintain PO balances and open PO logs. Prepare monthly bank reconciliation's; maintain refundable deposits; and maintain fixed asset logs. Establish and maintain files and records for warrants, cash receipts, revenue receipts, and other documents. Perform related duties, as required.

Management reserves the right to add, modify, change or rescind the work assignments of different positions and will make reasonable accommodations, as required, so that qualified employees can perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Knowledge of: Modern office practices, methods, ten key, and computer equipment; fundamental principles and procedures of fiscal record keeping; basic math; accounting and bookkeeping principles and techniques; general procedures related to accounts payable and receivables; safe work and driving practices; and English usage, spelling, grammar, and punctuation.

Ability to: Maintain a variety of financial records and files; perform varied accounting work quickly, accurately, and under minimal supervision; accurately tabulate, record, and balance assigned transactions; understand and adhere to stated oral and written instructions, communications, procedures, rules, and regulations; operate and use modern office equipment, including a computer; communicate clearly and concisely, both orally and in writing; and establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: Any combination of training, education and experience that demonstrates ability to perform the duties of the position. The typical qualifying entrance background is two years of general clerical accounting experience. Governmental accounting in a municipality or similar government entity is highly desirable.

LICENSE REQUIRED: Possession of a valid and appropriate California Driver's License may be required.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Light Work - Lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. Works in an office environment operating assigned equipment, including computers. Sits for prolonged periods of time. Must have effective audio/visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating assigned equipment.

FOR QUESTIONS OR AN APPLICATION PLEASE SEE OUR WEBSITE AT WWW.CITYOFALISOVIEJO.COM OR CALL (949) 425-2515. The City of Aliso Viejo is an Equal Opportunity Employer. Minorities are encouraged to apply. This flyer and the application can be made available in alternate formats to accommodate anyone with a disability. To request this Job Flyer or an Application in an alternate format please contact Human Resources at 425-2515.

ABOUT THE CITY. The City of Aliso Viejo, population 43,879, is situated in southern Orange County, approximately 50 miles southeast of Los Angeles and 2.7 miles inland of the Pacific Ocean. The City has become home to many leading businesses and commercial centers. In addition, the City has excellent educational opportunities and is home of Soka University. Although a "contract city," the City of Aliso Viejo provides a full range of services for its citizens including police, fire, paramedic, library, recreation and parks, planning and development, street improvements and lighting, and general administration.

EMPLOYMENT PROCEDURE:

City of Aliso Viejo applications are required and can be obtained from the Personnel Office, 12 Journey, Suite 100, Aliso Viejo, CA 92656, or by calling (949) 425-2515 or by visiting our web site at www.cityofaliso Viejo.com. The Human Resources Office must receive completed applications and Supplemental Questionnaires by the final filing date and time listed on the front of this flyer to be eligible for consideration. Neither postmarks nor facsimiles will be accepted. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application.

An Eligibility List containing names of successful candidates will be compiled based on the results of the application process. Unless exhausted or canceled sooner, eligibility lists are valid for a period of one year.

Offers of Employment are made only after interviews are conducted by the Department in which the vacancy exists. Names of candidates on eligibility lists are provided to the Department, which has the option to interview and appoint to fill the vacancy.

A Medical Examination, Police Records Check, and Background Investigation may be required of all prospective employees. An **Orientation Period** of six months must be completed by each employee. All employees of the City of Aliso Viejo are employed At-Will.

BENEFITS FOR EMPLOYEES

The City of Aliso Viejo provides an array of benefits to employees in addition to maintaining competitive salaries. The following is a partial list of benefits:

Salary is based upon experience and knowledge of job responsibilities. The City uses a Pay-For-Performance Compensation System.

Retirement Benefits. The City participates in the California Public Employees' Retirement System (PERS), with the City paying the employee's share of the **2% @ 55** retirement benefit.

Annual Leave. Employees earn **176 hours** of annual leave per year. Maximum accrual amounts increase based upon number of years of service. The City also allows an annual cash payout of accrued leave in the amount **40 hours** for 1-5 years of service and **80 hours** for 6+ years of service.

Holidays. The City observes **10** paid 8 hour fixed holidays and provides **1** paid 8 hour floating holiday annually.

Cafeteria Benefits Plan. The City pays **\$773.33 per month**, which can be applied towards medical, dental, or vision insurance, or other benefits offered on a tax-free basis through the City's Section 125 Cafeteria Plan. Medical, Dental & Vision Insurance plans are available to full and part-time employees. A variety of medical insurance plans through the PERS Health Benefits program are available. Any unused balance is paid into a deferred compensation plan.

Other Benefits. In addition, the City provides life and long term disability insurance. An optional Deferred Compensation program and Credit Union membership are also available to employees.

Note: The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including City contributions toward benefit costs, are subject to change.

DOWNLOAD OUR CITY APPLICATION AT www.cityofaliso Viejo.com

City of Aliso Viejo
Human Resources Office
12 Journey, Suite 100
Aliso Viejo, CA 92656-5335

TO: