



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

ACCOUNTANT

FULL TIME+BENEFITS

DEADLINE FOR APPLYING: Friday, February 24, 2012

RECRUITMENT PROCESS: Applications accepted through the deadline. Only those applicants that meet the minimum qualifications of the position will be invited to return for the written examination to be scheduled within the first weeks of March. The top candidates will then be invited to return for an Oral Interview.

HOW TO APPLY: If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca., 93308:

- Employment Application (resume's will not be accepted in place of a District Employment Application)
- Current Employee's can complete an Employee Interest form or an updated application that provides training and experience related to this position. These documents can be downloaded from the District's website at www.norfun.org, or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Responsible for general ledger recordkeeping, financial reporting, and Business Office computer software. Performs professional level accounting duties including preparation of journal entries, reconciliation of accounts, development of accounting procedures and manuals, and preparation of reports and claims for State and Federal grant funded programs. Maintains fiscal records using automated systems and coordinates office functions including payroll, accounts payable, accounts receivable, cash, and purchasing.

STARTING SALARY: \$18.86 - \$20.79

MAXIMUM RATE: \$25.28

HOURS AND LOCATION: Assigned to the Business Office, located at the District Office, Mon through Fri, 8am to 5pm.

QUALIFICATIONS: Graduation from college with a Bachelor's degree in Accounting or Business Administration with a concentration in accounting desired. Three years experience in accounting. Significant accounting experience may be substituted for degree requirement. Knowledge of generally accepted accounting principles and procedures; governmental accounting; public agency fiscal management; laws and regulations relating to public financial operations; financial, statistical and comparative analysis techniques; methods of organizational, economic and procedural analysis; public administration; personal computer applications, particularly related to statistical analysis and data management including database, spreadsheet and word processing software (Microsoft Excel and Word). Ability to analyze and verify financial records and documents; assist in preparation of comprehensive financial reports; collect, evaluate and interpret varied information and data, either in narrative or statistical form; prepare clear, concise and complete narrative and statistical reports and other written materials; evaluate alternatives and reach sound conclusions; exercise sound independent judgment within established guidelines; interpret and apply laws, regulations, policies and procedures; coordinate multiple projects and meet critical deadlines; maintain effective working relationships; operate a personal computer. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- Must submit to a fingerprint clearance through the Department of Justice
- Must submit to a post offer medical exam and a Drug Screen
- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must have a valid California Driver's License

