



City of Etna

CITY ACCOUNTANT/BOOKKEEPER

Job Summary

The City Accountant/Bookkeeper must be highly accurate when dealing with numbers and proficient at catching and correcting errors. Ideally, the candidate should be comfortable interacting with a variety of people and departments but also be capable of working independently.

The position holds responsibility for various general accounting duties and reporting functions of the City. Responsibilities include, but are not limited to, assisting in preparation of the annual budget, involvement in the annual audit process, performing monthly reconciliation functions, upholding the integrity of the general ledger, managing fixed asset inventory, manage municipal grant financial reporting, and many other special projects. The position holds a high level of responsibility to ensure that all processes and records are in compliance with all accounting standards, laws and regulations.

Desired Experience, Skills and Abilities

- Knowledge of generally accepted accounting principles and governmental standards and/or fund accounting
- Proficient in Microsoft Excel and other office and financial software
- Knowledge and understanding of municipal operations
- Ability to exercise discretion and maintain confidentiality
- Ability to self-direct

Classification: Regular, Part-Time Position

Work Week: Working hours are very flexible and subject to candidate input. The ideal candidate will have consistent availability and will work approximately 10 hours per week. Additional hours are likely to be required during audit and budget preparation periods.

Reports to: Finance Commissioner

Compensation: Negotiable

Submit Resume by 01/05/2021 to:

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