



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## ACCOUNT CLERK I

**SALARY RANGE:** \$32,886—\$39,974

Four (4) day workweek with 9-hour shifts; schedule is Monday through Thursday, 8 a.m. until 6 p.m. (closed Fridays).

**APPLICATION PROCEDURE:** Submit a cover letter and detailed résumé to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org)

**FILING DEADLINE:** 5:00 p.m. Thursday, August 22, 2019.

### THE POSITION

**Duties:** May include but are not limited to: examine accounting records including revenue/expenditure, trial balances and GL detail reports to prepare and post multi-fund journal entries; analyze, prepare, and disseminate bills to various customer groups; provide excellent customer service in person, on the phone, and via e-mail; respond to customer complaints; process accounts payable and purchase orders; update policies and procedures; perform bank and other reconciliations including proofs of cash; assist in the preparation of treasurer and other financial reports; research and report on new or unusual finance related issues; audit invoices against purchase orders; prepare subsidiary ledger reconciliations; assist with audit preparation; other related duties as assigned.



### QUALIFICATIONS

#### **Minimum Qualifications**

**Experience:** One year of clerical or accounting experience with financial, accounting and statistical records.

**Education:** High school diploma or equivalency AND at least two supplemental courses in accounting or related business discipline at an accredited community or four-year college.

Experience and education will be considered relevant if consistency with current office, computer, financial, and management systems and practices can be reasonably implied or demonstrated.

**Desirable Qualifications:** Cash handling for customer accounts – preferably utility related; demonstrated ability to perform in a high-paced, multi-tasking environment; experience in an environment with enterprise resource planning system; knowledge of municipal accounting including: AP processing, bank and other reconciliation procedures including proof of cash, and use of working trial balances; experience preparing and processing journal entries particularly in a multi-fund enterprise; experience creating, tracking, and distributing bills for various customer categories; experience with purchase orders and purchasing policy guidelines.

## BENEFITS

- 4-day, 36-hour workweek; Monday through Thursday
- Competitive contribution toward family medical coverage and dental plan
- Ability to qualify for up to 5% exceptional performance award
- Ability to receive up to 7.5% education pay and certificate pay
- CalPERS Defined Benefit Plan: 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,500 tuition reimbursement for job-related courses



## THE CITY

The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a good mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them and oversee a total annual budget of over \$56 million. La Verne is a close knit community that is home to many fine institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small town charm.

The City is interested in hiring an individual who exemplifies the values that make La Verne a safe, desirable, and engaged place to live.

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate. Prior to hire, successful candidates will also be required to undergo a medical examination (including drug screen), and credit and criminal reviews.

Appointments are subject to a 12-month probationary period.

Primary communication regarding applicant status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.

Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## APPLICATION PROCESS

Applicants must submit a cover letter and detailed résumé to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org) by **5:00 p.m. on Thursday, August 22, 2019.**

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

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 further notice.

**PERSONNEL OFFICE (909) 596-8726**  
**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**  
**Equal Opportunity Employer**