



## Outstanding Employment Opportunity:

# Accountant

## Finance Department

Looking to begin or further your career in local government? The City of Thousand Oaks has an excellent opportunity!

We are seeking a detail oriented and collaborative individual to conduct a variety of accounting duties with competence and professionalism. The Accountant will be responsible for payroll and completion of complex and technical accounting work.

### Primary responsibilities:

- Process the City's bi-weekly payroll, remit benefit and payroll tax payments to external agencies and prepare all necessary Federal and State payroll tax returns
- Prepare biennial payroll budget and perform mid-year payroll budget analysis
- Coordinate changes in employee benefits, deductions and salaries to provide accurate payroll and accounting records
- Compile annual State Controller's Compensation Report
- Perform professional accounting duties in the preparation and maintenance of the City's financial records
- Assist in the preparation of financial statements, notes and statistics for the Comprehensive Annual Financial Report

### The ideal candidate should possess:

- Two or more years of progressively responsible professional accounting experience; governmental agency experience desirable
- Knowledge of Generally Accepted Accounting Principles
- Excellent attention to detail
- Demonstrated ability to prepare clear, concise and comprehensive financial statements, reports and written materials
- Ability to understand, interpret, explain and apply Federal, State, and local policies, laws, and regulations
- Demonstrated ability to develop and implement financial procedures and controls
- Excellent interpersonal, communication, planning and organizational skills
- Ability to work effectively and collaboratively with all levels of the organization
- Proficiency in MS Office applications
- A Bachelor's degree with major course work in accounting, finance, business administration or a closely related field
- A valid Class C California driver's license

### CORE COMPETENCIES:

- Strategic Thinker
- Customer Focused
- Problem Solver
- Decision Maker
- Planner and Organizer
- Effective Communicator
- Results Oriented
- Technically Knowledgeable



The Finance Department is responsible for managing the City's financial assets and operations and is comprised of five divisions: Accounting/Payroll, Administration, Facilities, Information Technology and Public Services.

*The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.*

**Current salary range is:**  
\$5,576 - \$8,365/month

**Excellent benefits package**

**FILING DEADLINE:**  
**Friday, September 2, 2016,**  
**by 5:00 p.m.**

To apply visit the City Website at [www.toaks.org](http://www.toaks.org) and search on Human Resources Department

For further information, contact the Human Resources staff at (805) 449-2144.