



Housing Authority of the County of Santa Barbara

THE HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
IS ESTABLISHING AN ELIGIBILITY LIST FOR THE POSITION OF –

STAFF ACCOUNTANT

**Lompoc Administrative Office - 30 – 40 Hours per week
Salary \$24.68 - \$30.00 per hour – Open until filled**

DEFINITION: Under minimal direction, performs difficult professional accounting work including the examination, analysis, maintenance, reconciliation, and verification of financial records; develops and implements new accounting systems; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision and direction from the Accounting Manager and/or Director of Finance. No supervisory duties are required.

ESSENTIAL FUNCTION STATEMENTS -- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation; and works with the Accounting Manager, Director of Finance and with data processing personnel regarding automated financial and billing systems.
2. Reviews and analyzes grants, contracts, and proposals for fiscal soundness and adherence to generally accepted accounting principles and Agency policy; and assists in developing, preparing, and reviewing Federal and State grant budgets.
3. Collects data on direct, indirect and overhead costs of operation as they relate to the setting of rates and fees.
4. Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.
5. Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls.
6. Responsible for the preparation of monthly financial reports for the Board of Commissioners; prepare program specific financial reports for outside agencies periodically.
7. Responsible for the maintenance of information on daily cash balances to allow for the transfer of cash for payment of checks.
8. Responsible for the reconciliation of bank statements and other assigned general ledger accounts.
9. Responsible for the preparation of journal entries for amortization, accruals, reconciliations and other adjustments to the general ledger.
10. Analyze activity in various general ledger accounts as needed to answer questions and identify trends.
11. Assist in the analysis of monthly budget variance for expense control purposes and prepare applicable reports.
12. Assist in the preparation of year-end schedules and reports to governing agencies.
13. Prepare audit-related reconciliations and audit schedules as needed.
14. Analyze monthly administrative and maintenance charges, cost accounting and allocation systems for accuracy.
15. Maintain budget information in computer system; assist in the administration of accounting and budget control systems.

Marginal Functions

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of accounting; Principles and practices of governmental accounting and auditing; Principles and procedures of accounts payable and receivable; Principles and procedures of financial analysis and budgeting; Principles and procedures of financial record keeping and reporting; Principles of business letter writing and basic report preparation. Basic mathematical principles.

Knowledge of:

Modern office procedures, methods and equipment including computers and accounting and finance application programs.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform the most complex professional and accounting functions.

Analyze financial and statistical data and reconcile accounts.

Prepare complex financial statements, reports and analyses.

Plan, initiate, and complete work assignments with a minimum of direction

Assist in preparation of budgets for all programs and departments, including agency-wide budget.

Communicate clearly and concisely, both orally and in writing.

Operate office equipment including computers and supporting word-processing, spreadsheet and accounting applications.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience & Training -

1. Possession of a bachelor's degree in accounting, business administration, or related field and one year of professional accounting experience; or,
2. Two years of increasingly responsible experience performing duties equivalent to the class of Bookkeeper with the Housing Authority of the County of Santa Barbara; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

License or Certificate: Proof of valid California Driver's License and driving record acceptable to HA insurance carrier required.

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WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; extensive use of computer keyboard.

APPLICATION PROCEDURE: A Housing Authority application form may be obtained by telephoning (805) 736-3423, or from the agency website: www.hasbarco.org, and must be FILED with the Housing Authority by 4:00 p.m. on the closing date of this job announcements. Applications may be mailed to the Housing Authority of the County of Santa Barbara, P.O. Box 397, Lompoc, California 93438. Or pick up an application in our office located at: **815 West Ocean Avenue, Lompoc, CA 93436** Resumes are not accepted in lieu of formal application



HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

The Housing Authority of the County of Santa Barbara has an administrative office and three housing offices located along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

The agency is a political subdivision of the State of California responsible for the administration of public housing programs, providing affordable housing for thousands of low-income households in Santa Barbara County (excluding Santa Barbara City) through rent subsidy programs or by occupancy in one of its housing developments, as well as providing a variety of housing/resident related services.

The Housing Authority is governed by a Board of Commissioners appointed by the Santa Barbara County Board of Supervisors. Employees of the agency are not Santa Barbara County employees.

EMPLOYMENT PROCESS

Applicants must complete and submit an official Housing Authority application form and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement. A separate application must be filed for each examination. Resumes will be accepted, but may not be substituted for the required application form.

The requirements as stated on the front of this job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Personnel Department reserves the right to limit the number of candidates to those whose recent work experience most closely matches the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for that position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

The Housing Authority is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. Such individuals may contact Irene Vejar at (805)736-3423, ext.211 to discuss necessary accommodations.

CONDITIONS OF EMPLOYMENT

Working Hours. Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon agency needs.

Probationary period. All appointments are provisional subject to the completion of a probationary period of a minimum of six months. The probationary period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, an employee may be terminated without redress.

California Driver's License. Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment. If required, applicants selected for interview will be required to submit an up-to-date Motor Vehicle Record obtained from the local DMV.

Disability Leave and Workers' Compensation. The Housing Authority participates in CA State Disability Insurance and independent Workers' Compensation Insurance. These programs are administered through the Human Resources Department. Upon hire employees will receive pamphlets describing the responsibilities of the employer and employee.

Medical Examination. A medical examination paid by the Housing Authority is required of each new Maintenance employee. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination. An examination of any employee may be requested at any time by their supervisor.

Background Investigation. A background investigation including application information verification, criminal history, and DMV reports (if required) is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

EMPLOYEE BENEFITS

Step Salary Advancement Salary advancement may be recommended upon completing probationary period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for up to three 5% longevity increase every 5 years.

Vacation Leave. Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

Sick Leave. Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy.

Holidays. The Housing Authority presently observes twelve paid holidays per year.

Group Insurance Program. The first of the month after 31 days employment employee is eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Employees working 30 hours or more per week receive nearly 100% employer paid Medical/Prescription, Dental, Vision & LTD coverage for employee + 60% of premium cost for dependent coverage, if elected.

Deferred Compensation 457 Plan is voluntary.

Social Security. Compulsory participation for all employees.

Credit Union. Membership for savings, loans and other privileges is available.

Reimbursement for Tuition and Books. Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

THE HOUSING AUTHORITY MAINTAINS AN AT-WILL EMPLOYMENT RELATIONSHIP WITH ALL EMPLOYEES.