



ACCOUNTANT AUDITOR II

SALARY: \$3,984 – \$4,817/mo.

FILING DEADLINE: 12/02/2015

Position Description

The City of Fresno is currently recruiting for an Accountant-Auditor II.

Under supervision, performs professional accounting work in maintaining and auditing accounts. Accountant Auditor II's may be responsible for independently maintaining grant accounting/reporting, billing for environmental clean-up work, accounting system queries, capital projects payments processing/reporting, prep for City's Annual Financial Report (CAFR), fixed asset accounting, audit reports, statistics, monthly reconciliations, journal entries, revenue reports, payroll, maintaining tenant cash receipts, overseeing past due accounts and a variety of professional accounting and auditing work.

The current vacancy exists in the Department of Public Works, however, Accountant Auditor positions exist in several departments within the City of Fresno.

The Requirements

These are entrance requirements to the competitive examination and do not assure a place on the eligible list. Applicants must meet the minimum qualifications on or before the posted filing deadline in order to qualify.

TO QUALIFY, an applicant must have:

- One (1) year of experience equivalent to that gained as an Accountant-Auditor I in the City Service.

To find the Accountant-Auditor I job description, please go to www.fresno.gov Personnel Department page and select job descriptions.

How To Apply

APPLICANTS MUST COMPLETE AN ON-LINE APPLICATION. PLEASE VISIT WWW.FRESNO.GOV/JOBS TO APPLY. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

ALL CORRESPONDENCE regarding this recruitment and exam process will be sent via e-mail. All applicants will acknowledge such understanding when they complete their on-line application. Verify we have your correct e-mail address before you submit your application. It is an applicant's responsibility to check their email frequently to ensure they receive all pertinent communication from the Personnel Services Department on a timely basis. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. The e-mail is the only proof of submittal.

Applications must be submitted by midnight on the filing deadline or they will not be accepted for any reason. FOR THIS RECRUITMENT, IT IS RECOMMENDED THAT PERMANENT FRESNO CITY EMPLOYEES APPLY THROUGH PEOPLESOFT SELF SERVICE.

Selection Process

The examination process may consist of the following parts:

WRITTEN EXAMINATION - 100%: A job-related written examination will be administered which may test a candidate's knowledge of principles, practices and terminology utilized in government accounting/auditing; financial reporting; cost accounting; AND ability to apply skills in judgment/interpersonal relations.

Candidates must achieve a passing score in order to qualify for the eligible list.

The written exam is tentatively scheduled for the week of December 21, 2015.

Veteran Preference Regulations

Qualified veterans who pass the examination may obtain five (5) additional points.

Candidates applying for veteran's preference are required to submit a copy of their DD214 with their application during the specified filing period. Evidence must be presented to indicate that the candidate was discharged honorably from the military service. Veterans, including City employees, must resubmit proof of honorable service for every examination for which veteran's preference credit is requested.

Additional Information

Eligibles certified for consideration for this position will be required to successfully pass a Department interview and a Department of Justice fingerprint process prior to employment with the City of Fresno.

Additional Requirements

Immediate and future vacancies will be filled from this eligible list for a period of six (6) months from the date the eligible list is created.

Should you need a special accommodation due to a qualifying disability, please contact the City of Fresno Personnel Department prior to the date of the applicable examination.

Equal Opportunity Employer

We welcome applicants of any race, gender, religion, ancestry or disability. For more information please refer to our Career Opportunities web page on the City of Fresno web site.