



Join the Fun!

Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

ACCOUNTANT

DEADLINE FOR APPLYING: Monday, June 2, 2025

Online applications only through <https://www.governmentjobs.com/careers/norfun/>. Requires a current DMV printout when applying. Current employees contact the HR office for instructions on how to apply.

BASIC FUNCTION: Responsible for general ledger recordkeeping, financial reporting, and Business Office computer software. Performs professional level accounting duties including preparation of journal entries, reconciliation of accounts, development of accounting procedures and manuals, and preparation of state and federal reports. Maintains fiscal records using automated systems and coordinates Business Office functions including payroll, accounts payable, accounts receivable, cash, and purchasing.

STARTING SALARY: \$32.38 - \$35.70

MAXIMUM RATE: \$43.39

HOURS AND LOCATION: Assigned to the Business Office, located at the District Office, Mon through Fri, 30 hours per week.

QUALIFICATIONS: Equivalent to a bachelor's degree in accounting or business administration with a concentration in accounting desired. Three years' experience in accounting. Some experience in a supervisory capacity desired. Significant accounting experience may be substituted for degree requirement. Knowledge of generally accepted accounting principles and procedures; governmental accounting; public agency fiscal management; laws and regulations relating to public financial operations; financial, statistical and comparative analysis techniques; methods of organizational, economic and procedural analysis; public administration; personal computer applications, particularly related to statistical analysis and data management including database, spreadsheet and word processing software (Microsoft Excel and Word); personnel practices and supervision. Ability to understand and perform the functions of governmental accounting, public agency fiscal management, and laws and regulations relating to public financial operations; analyze and verify financial records and documents; assist in preparation of comprehensive financial reports; collect, evaluate and interpret varied information and data, either in narrative or statistical form; prepare clear, concise and complete narrative and statistical reports and other written materials; evaluate alternatives and reach sound conclusions; exercise sound independent judgement within established guidelines; interpret and apply laws, regulations, policies and procedures; coordinate multiple projects and meet critical deadlines; maintain effective working relationships; plan, direct, train and evaluate the work of employees; operate a personal computer. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:

An offer of employment will be contingent upon the following:

- Must submit to a fingerprint clearance through the Department of Justice
- Must submit to a post offer medical exam and a Drug Screen
- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must have a valid California Driver's License

QUALITY ASSURANCE: Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Standard office environment and working conditions. Works indoors, sitting at a desk for long periods of time, constantly working with a computer, and regular communication with others either by telephone or in person. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties.

- Performs professional accounting work including preparation of journal entries and fiscal reports.
- Establishes and reconciles all general ledger accounts, performs reconciliation of District bank accounts and handles the more complex accounting problems within the Business Office.
- Performs periodic review, evaluation and modification of internal control procedures under the direction of the department head.
- Assists with the implementation and reconciliation of the district's monthly budgets; reviews budget status reports and notifies budget holders of variances requiring adjustment or transfer; reviews and approves all budget transfers.
- Works with outside auditors in their review of financial records; conducts special analysis, prepares audit schedules and assists with the preparation of financial statements.
- Prepares and gathers data necessary to file claims for grant funding.
- Assists the department head in establishing and executing goals and objectives.
- Troubleshoot department computer issues.
- May assist in scheduling job assignments for staff; conduct orientation, training and performance evaluations; recommend action for potential or actual employee performance problems; and assist with the hiring process of new staff.
- Prepares payroll, accounts payable and/or accounts receivable in the absence of other clerks.
- Maintain the required training designated for position.
- Attend all meetings and training as recommended by the supervisor.
- Performs other duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisors about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interact with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca., 93312 (661) 392-2000 www.norfun.org