



# COUNTY OF GLENN



Is recruiting for a

## PSE III— ACCOUNTING TECHNICIAN

### DEADLINE TO APPLY

**Open Until Filled**

### COMPENSATION

**\$17.37 Per Hour**

PSE benefits:

[PSE Benefits Summary](#)

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application. Applications will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable.

### THE POSITION

This position under general supervision will perform a wide variety of duties involving accounting and fiscal functions for the Community Action Department in the Administrative/Fiscal Units; a fiscal and accounting background is desired. This position is at-will, temporary, and part-time and is scheduled for up to twenty-five (25) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next twelve (12) months.

### THE IDEAL CANDIDATE

The ideal candidate will be able to process and/or receive training in accounting, fiscal, and financial transactions in compliance with all applicable federal, state, and county rules, regulations, and ordinances.

### WHAT YOU'LL DO

- Assists supervisor in maintaining effective accounting control in daily financial/fiscal activities.
- Performs a variety of complex technical accounting duties in support of the department's functions and specific accounting system, ensuring compliance with all applicable laws, regulations, and County policies and procedures.
- Prepares a variety of accounting/statistical and routine reports, records, and spreadsheets with accuracy and in a timely manner.
- Calculates the department's payroll.
- Establishes and maintains accounting records and files with accuracy.
- Receives and responds to inquiries and requests for assistance from County staff, auditors, and the general public.
- Performs routine clerical work as required, including, but not limited to, typing reports, copying and filing documents, entering computer data, answering the telephone, greeting, and assisting customers, etc.
- Performs related duties as assigned.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to prepare accurate and complete financial statements and reports from accounting data.
- You have knowledge of principles and practices of financial record-keeping and reporting.
- You are able to make mathematical computations quickly and accurately.
- You have knowledge of principles and application of data processing systems.
- You are able to maintain a variety of financial records and files.
- You have knowledge of modern office procedures, methods, and technology.
- You are able to communicate clearly and concisely, both orally and in writing.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Three (3) years of responsible technical and/or clerical accounting or bookkeeping experience preferably including one (1) year in the reconciliation of governmental budget accounts.

### **EDUCATION:**

Equivalent to the completion of the twelfth grade, supplemented by courses in bookkeeping, accounting, or a related field.

Substitution: Completion of 12 semester units or 18 quarter units in accounting from an accredited college or university may be substituted for one year of the required experience.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.