

**HOUSING AUTHORITY OF THE COUNTY OF KERN
601 – 24TH Street, Bakersfield, CA 93301**

**NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL**

TITLE: Accounting Manager
LOCATION: Bakersfield, CA
SALARY: \$62,649.18 – 76,481.81 annually + benefits

TO APPLY: Visit the Employment page of our website at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under supervision, assists the Finance Director in all phases of accounting work, provides functional and technical supervision to subordinate staff and acts in the place of the Finance Director when absent. Responsibilities include assisting in the development and implementation of budgeting procedures, financial analysis and reporting, and internal control practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in the development and implementation of goals and procedures relating to the department.

Directs and/or participates in the preparation and the analysis of various financial statements, schedules, and reports, including the evaluation, development and implementation of additional reports as needed to fulfill the needs of other Authority departments.

Reviews and recommends improvements to accounting, budgeting and reporting procedures and assists with their implementation.

Sets up and supervises financial record keeping systems, and assists in directing the maintenance of all financial records.

Prepares and verifies a variety of complex accounting, statistical and narrative statements and reports requiring extensive analysis and interpretation of data.

Exercises independent judgment in the performance of complex accounting tasks.

Maintains and reviews budgetary control accounts.

Prepares budget estimates.

Examines, reconciles, balances and adjusts accounting records.

Locates and resolves problems, and determines corrective entries.

Directs and participates in posting and changes required for Social Security limits, personnel actions, W-4 records, dues, deductions benefits. Directs and participates in the preparation of payroll reports.

SUPERVISORY RESPONSIBILITIES

Exercises functional and technical supervision over lower level staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree from an accredited, four-year college with a major in accounting, finance or equivalent plus at least three years of experience in accounting or financial management which includes the supervision of lower-level employees. Experience in a responsible accounting position may be substituted for education on a year for year basis.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Driver License and be insurable by the Housing Authority's automobile insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to move from place to place within the office and to move to and from the various offices within the agency. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to use a computer for the purpose of inputting and retrieving data and must be able to analyze computer printouts and other written material.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

BENEFITS

This is a full-time position and, as such, the employee selected for it will be entitled to all benefits afforded full-time employees of the Housing Authority - including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay.

SALARY PLAN

Each class or position in the Housing Authority is assigned a salary range with five steps or rates of pay. Newly hired employees begin on the first step of the appropriate salary range.

OTHER QUALIFICATIONS

1. Valid California driver license. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or

suitability of an applicant's previous experience. References will be verified post-interview.

4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Officer by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume, copies of typing certificate (if applicable) and any other certifications to your application. Based upon information presented on applications, **a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment.** Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted online via the Housing Authority's official website at:

www.kernha.org

Open Until Filled.

**THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER**