



# San Joaquin Council of Governments

## Job Announcement



### ACCOUNTING ASSISTANT I - II

#### **Compensation:**

Accounting Assistant I: \$37,350.00 - \$51,299.00 annually.

Accounting Assistant II: \$42,343.00 - \$61,983.00 annually, depending on qualifications.

#### **Education and Experience:**

**Accounting Assistant I**- Equivalent to the completion of the twelfth grade; and one (1) year of responsible experience performing clerical work, preferably in a public agency that includes some financial and/or statistical recordkeeping.

**Accounting Assistant II**- Equivalent to the completion of the twelfth grade supplemented by specialized training in bookkeeping or accounting and two (2) years of increasingly responsible experience performing accounting support or bookkeeping activities as an Accounting Assistant I, or three (3) years of increasingly responsible external experience performing accounting support or bookkeeping activities, preferably in a public agency.

#### **Description:**

There is an exciting opportunity to work in a dynamic planning agency that serves as the Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), and Local Transportation Sales Tax Authority for one of the fastest growing counties in California.

The agency takes great pride in being fiscally responsible and has implemented rigorous accounting processes and financial reporting procedures to monitor expenses, encumbrances, grant funds, project budgets, and revenue management.

This is a unique position working with SJCOG's Finance Department in supporting the agency's activities by performing functions including accounts payable and receivable, cash receipts, cash flow analysis, debt management, and financial reporting. The SJCOG Accounting staff are highly regarded for their ability to maintain an exceptional level of accuracy and for providing outstanding customer service. The agency has been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the past seventeen years.

#### **Key Qualifications:**

Successful candidates will have experience working in a finance setting, with experience in accounts payable, payroll, and accounts receivable, and contract management. The position also requires the candidate to perform a variety of detailed and responsible clerical and technical accounting duties in the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, claims relative to accounts payable, accounts receivable, contracts, and payroll. This position is responsible for administering agency-wide activities related to the Council of Governments.

Able to perform a variety of professional accounting and financial analysis work involving the recording and reporting of financial transactions; to develop fiscal reports according to generally accepted accounting practices (GAAP); to determine or maintain record of assets, liabilities, revenue, and expense, or other financial activities within the organization; to maintain contracts and work with planning staff to ensure compliance with contract requirements; to review accounts payable and financial reporting functions; and to assist in developing and installing accounting systems, verifies payroll and reconciles financial records. Accountant I is the entry-level class in the Accountant series. Positions at this level are distinguished from level II by the performance of less than the full range of duties as assigned to the full journey level class within the series.

**Highly Desirable:**

Experience working with New World Logos suite software or a state of the art ERP system is highly desirable.

**Testing Schedule:**

Depending on the number of qualified applications received, testing may consist of a highly qualified review, application screening, oral interview, skill testing, practical/performance exam, or any combination of exams to determine which candidates' names are placed on the eligible list.

**To Apply:**

Complete an application available at the SJCOG office or on our website at [www.sjcog.org/jobs.aspx](http://www.sjcog.org/jobs.aspx).  
Submit the application along with a cover letter and resume which can be mailed/faxed/emailed to:

Attn: Rebecca Calija – G.O.  
San Joaquin Council of Governments  
555 East Weber Avenue  
Stockton, CA 95202  
Fax: 209.235.0432  
E-mail: [calija@sjcog.org](mailto:calija@sjcog.org)

SJCOG offers a very competitive benefits program which includes medical, dental, and vision benefits. SJCOG also contributes 15% of gross pay to a 401A program. Flexible work schedule options including telecommuting and a 9/80 work schedule (after a 6-month employment period) are possible. Incomplete applications will not be accepted.

SJCOG is an At-Will employer.

**Application Deadline:** OPEN UNTIL FILLED. Interested applicants are encouraged to apply immediately.

**SJCOG is an Equal Opportunity Employer**