

**EMPLOYMENT OPPORTUNITY**

CLASS: 1654 **TITLE: ACCOUNTANT III**
(nl1)

SALARY: \$2,862 – \$3,479 Biweekly

DEADLINE: NOVEMBER 13, 2009
POSTED: OCTOBER 30, 2009

JOB DESCRIPTION:

Population Health and Prevention's Budget and Cost Reports Fiscal Unit is accepting applications for **two (2) full-time** positions in class 1654 Accountant III. **SHIFT: M – F 8am – 5pm. Pending budget approval.**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Permanent and Provisional applicants are encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

ESSENTIAL DUTIES:

Under general direction, the Principal Accountant performs complex and difficult accounting work including the following essential job functions:

- Participates in the preparation of the annual \$0.5B budget including the analysis of all budgetary initiatives, input and reconciliation of the BPMS system, and the completion of all forms, schedules and narratives;
- Participates in the reconciliation of all work order performing accounts against requesting budgets, preparing expenditure projections based on personnel costs and providers' costs, processes quarterly recoveries, maintains database and prepares monthly work order fund reports;
- Responsible for the reconciliation of all special revenue projects and gift funds including the appropriation of revenues received and reconciliation of the operating files and the general ledger accounts;
- Assists in the year end analysis of revenue variances and appropriation close-outs;
- Assists in the reconciliation of all revenues and responsible for claim tracking, accruals, analysis of receivables, and revenue projections;
- Maintains all agency fund subsidiaries and monitors cash against transmittal to the State;
- Responsible for the reconciliation of bank accounts and the balances in the FAMIS system;
- Assists in the development and preparation of monthly revenue and expenditure projections as well as the preparation of the financial statements;
- Assists with fiscal year-end reporting including completing analysis of accounts;
- Analyzes existing accounting procedures and prepares recommendations for modifications when needed;
- Trains and prepares work plan for assigned staff;

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- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

1. A Baccalaureate degree from an accredited college or university, with major coursework in accounting, finance, business administration, or a related field. Such education must include twelve (12) semester units or eighteen (18) quarter units of coursework in accounting or closely related subjects; **AND**
2. Four (4) years of professional accounting or other related professional level experience which includes analysis or problem solving with an automated financial system, preferably a government system, at a level performing difficult and responsible accounting and reporting work, and preparing financial records and reports.

Substitution:

A Master's degree in accounting, business administration, computer science, public policy, or closely related field may substitute for one of the four required years of professional accounting experience.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) a verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATION(S):

- Experience with FAMIS, BPMS and Cognos applications.
- Good working knowledge of Microsoft Office (Excel, Word, Powerpoint and Access)

APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to Nelly Lee, DPH-PHP Fiscal Section, 101 Grove Street, San Francisco, CA 94102 by November 13, 2009. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

