



Administration & Accounting Supervisor

COUNTY-WIDE PROMOTIONAL

Base: *\$3883/mo

*actual salary will vary based on employee's index table

Official County Applications Available at: www.co.yuba.ca.us

Final Filing Deadline:

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

EXTENDED -Tuesday, May 23, 2017 @ 5:00 PM

The County of Yuba is currently recruiting for the position of **Administration & Accounting Supervisor** in the **Finance & Administration Division**. Under general direction plans, organize, coordinate, supervise and review technical and specialized accounting, financial, budgetary, statistical, and office support activities; perform a variety of technical tasks relative to assigned area of responsibility; perform difficult, complex and specialized accounting and administrative activities and perform other duties as assigned.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of principles and practices of supervision, training and performance evaluations; Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; pertinent local, State, and Federal rules, regulations and laws. Skill in organizing, implementing, and directing accounting and administrative office support operations/activities; interpreting and explaining pertinent accounting and administrative support and department policies and procedures; motivating, developing and directing people as they work, identifying the best people for the job. Ability to listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification; Exercise sound, independent judgment within general procedural guidelines; accurately perform complex administrative and accounting work. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications.*

EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum: MUST BE A CURRENT REGULAR YUBA COUNTY EMPLOYEE: Associate's degree from an accredited college with major course work in business, accounting, or a related field; and three years of experience at a level equivalent to the County's classification of Accounting Specialist or Accounting Technician.

Candidates with strong experience who lack the degree are encouraged to apply.

Preferred: In addition to the minimum requirements, supervisory experience.

Special Requirements: Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire. May be required to file statements of economic interest with the Yuba County Clerk/Recorder. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Working Conditions: Generally a typical office environment.

EXAMPLES OF DUTIES:

- Plan, prioritize, assign, supervise, and review the work of staff involved in accounting and administrative office support duties.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies, implement discipline procedures.
- Perform complex, technical, difficult and/or specialized accounting and administrative office support work; perform the full range of administrative and accounting duties of assigned subordinates on a relief or day-to-day basis.
- Perform complex and technical accounting, payroll, billing, chase receipt and balancing and/or financial support work, which requires the review of a variety of reports and records, investigation and reconciliation of information, establishment and maintenance of control and subsidiary fiscal records and journals, and the reconciliation and balancing of subsidiary ledgers, fund accounts and similar records.
- Prepare a variety of financial statements, projections, and monthly, quarterly, and annual reports.
- Build and maintain positive working relationships with co-workers, County employees, and the public using principles of good customer service.

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

APPLICATION/SELECTION PROCEDURES

TO APPLY FOR ADMINISTRATION AND ACCOUNTING SUPERVISOR:

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.ca.us or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

APPLICATION SCREENING:

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted.*** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that candidates review their SPAM mail daily as to not miss any important communication. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

Applicants must provide the following documents by the filing deadline. Failure to provide the required documentation may result in rejection of the application in its entirety. Documents required include:

- **Yuba County Employment Application—complete & signed**
- **Supplemental Questionnaire—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate they meet the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

SUPPLEMENTAL QUESTIONNAIRE:

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire.

QUALIFICATIONS APPRAISAL PANEL:

This is the final step in the examination process. Applicants who have successfully completed the previous examinations will be invited to participate in a qualifications appraisal panel. The process consists of three or four panel members along with a subject matter expert who will ask individuals questions related to the essential functions and/or attributes required for the position.

TESTING ACCOMMODATION:

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

VETERAN'S CREDIT:

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

WAIVER OF SELECTION PROCEDURES:

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

EMPLOYMENT ELIGIBILITY LIST:

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list may be held for up to a maximum of **one (1) year** from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

DEPARTMENTAL INTERVIEW:

The Health & Human Services Department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

AGENCY SHOP:

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

DISASTER SERVICE WORKERS:

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County 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.