

Bookkeeper/Finance Officer

The Town of Mangonia Park is seeking a well-organized, detail-oriented professional who likes the challenge of variety, and possesses excellent time management skills to join our team as a Bookkeeper in our Finance Department. The minimum skills required include: Bank Reconciliation, Journal Entry Review and Preparation, Account Analysis and Reconciliation, Microsoft Excel – knowledge and ability to apply Generally Accepted Accounting Principles.

Prepares monthly bank reconciliations. Prepares, Reviews and Posts journal entries, inter and intra-departmental billings, transfers, and wire transfers. Monitors and reviews financial transactions and activities for assigned funds, departments and/or agencies. Prepares funds analysis and related documentation to assist in preparation of various annual financial and special purpose reports. Prepares and maintains comprehensive files and documentation for assigned funds. Assists in the preparation of the Town's Annual Financial Report, other standard annual reports, and various special reports as directed. Provides technical accounting support to county and clerk departments and component agencies of the reporting entity Assists with development, review, and updating of accounting policies, procedures, checklists, and related documentation concerning assigned accounting functions. Reviews Town Council agenda items relevant to assigned funds; reports items of interest and/or concerns to management. Ensures compliance with approved policies and procedures, generally accepted governmental accounting principles, generally accepted accounting standards and applicable regulatory standards. Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing financial data Develops knowledge of regulatory and legislative developments affecting accounting and financial reporting functions to ensure proper application to responsibilities under charge. Preference is for a Bachelor's degree in Accounting, Finance or related field, supplemented by four (4) years of recent and relevant experience, preferably in an environment that provides broad knowledge of public finance administration, automated financial systems, and regulatory standards regarding administration of public funds; or an equivalent combination of education, training and experience. Note: Vacancy postings may be cancelled at any time based on business needs. The Town of Mangonia Park is an Equal Opportunity Employer and a Drug-Free Workplace. Candidates are subject to drug screening, a physical and a background check as a condition of employment.