

COMPENSATION

The hourly rate of pay is \$17.50 to \$23.50. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due immediately, position is open until filled. First review will be on **October 30, 2018**. Faxes will **NOT** be accepted. Any applications submitted after October 30, may not be considered if another candidate has been selected to continue in the recruitment process.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation.



WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County, along the shore of California's fabulous 1,000 mile delta waterways. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Oakley's broad appeal is its ability to maintain its small-town charm and character. Residents enjoy a variety of community events throughout the year such as the City's Annual Cityhood Celebration held each July to commemorate its Incorporation, the Heart of Oakley and Harvest Festivals held each September and October at the City's Civic Center Plaza, Movies in the Park, and the Annual Tree-Lighting Ceremony in December to kick-off the holiday spirit in and around the City.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and was also named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

Oakley's vision is to become a vibrant Delta community, where families live, work, play, shop, and visit.



OAKLEY



CALIFORNIA

- Now Hiring -

ACCOUNTING ASSISTANT

\$17.50 to \$23.50 per hour

Depending upon qualifications

This is a part-time position, limited to 960 per fiscal year. Benefits are not provided.

Final Filing Date:

*Open until closed, first review on
October 30, 2018 at 5p.m.*



Human Resources Department
3231 Main Street
Oakley, CA 94561
www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time *Accounting Assistant* to work with experienced professionals in our Finance Department.

This is an outstanding entry-level position for a highly motivated individual who is interested in working with an array of individuals including business owners, various vendors and other City employees.

Under supervision of the Finance Director or of his/her designee, performs a variety of clerical accounting work involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area; prepares, processes, maintains, and verifies financial/accounting documents and records; provides customer service in person and by telephone; and performs general office duties in support of the Finance Department.

This position works approximately 19 hours per week (*not to exceed 960 hours in a fiscal year*) and benefits are not provided. Regular schedule to be agreed upon after conditional offer has been made. Interested candidates must be willing to work a flexible schedule that would meet the needs of the department.

The City of Oakley is committed to the 3P's of Public Service:

*Polite
Professional
Progressive*

EDUCATION AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ◆ Equivalent to the completion of the twelfth grade (high school diploma). Some college is preferred
- ◆ One year of clerical experience preferably involving financial record keeping and extensive customer service opportunities

REPRESENTATIVE DUTIES

- Performs a variety of responsible clerical accounting and finance duties
- Prepares, maintains and verifies a variety of accounting, financial, statistical records and other financial documents
- Performs data entry; posts receipts and other information to various City accounts and funds
- Assists departmental staff in the preparation of reports and presentations
- Performs a full range of customer service duties related to area of assignment, including interaction with City staff and the public
- As assigned, performs a range of clerical accounting duties in support of billing, accounts payable, business licensing and payroll processes
- May perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation

KNOWLEDGE & ABILITIES

Knowledge of:

- Clerical accounting principles and practices used in financial record keeping, bookkeeping, and basic governmental accounting
- Methods and techniques of coding, verifying, balancing, reconciling accounting records, and mathematical principles
- Customer service techniques, practices, and principles
- English usage, spelling, grammar and punctuation. Business letter writing and basic report preparation
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software
- Pertinent federal, state, and local laws, codes, and regulations

Ability to:

- Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files
- Represent the City of Oakley in a Polite and Professional manner
- Learn department policies; procedures, organization and operating details
- Understand and carry out oral and written directions
- Work independently
- Exercise judgment and discretion
- Establish and maintain positive working relationships

