



NEVADA CITY

Invites applications for the position of:

ADMINISTRATIVE SERVICES ANALYST

*Apply by: **March 23, 2018 @ 4pm***

THE COMMUNITY AND LOCAL GOVERNMENT

Nevada City has one of the oldest historical districts in California and the downtown core is on the National Register of Historic Places. The City is considered to be among the best preserved California Gold Rush towns. **Nevada City** is more than a historical site; it is a vibrant, thriving community and an entertainment center of the Sierra Nevada foothills. Visitors and residents alike enjoy restaurants, lodgings, live theatre, music, specialty shopping, antiques, art galleries, and museums. The city has 3,000 residents and is nestled in a basin on the Western Slope of Sierra Nevada and borders the Tahoe National Forest. **Nevada City** is located near sierra lakes and mountains, rivers, and forested trail systems perfect for hiking and biking.

The City Of Nevada City values...

A Commitment to public service

Ethical and transparent behavior

Fiscal responsibility

Preserving and enhancing our community

Excellent, responsive customer service

A commitment to our community as a whole

Mission Statement

The City of Nevada City is dedicated to preserving and enhancing its small town character and historical architecture while providing quality public services for our current and future residents, businesses, and visitors.

THE POSITION

The City is currently seeking an experienced accounting and finance professional for the position of Analyst. The position's main function is that of a general accountant and human resource responsibilities. This position will also provide administrative support to the Assistant City Manager and may assist the Accounting Technician as needed. This full time position serves as a member of the Finance and Administration Department and reports to the Assistant City Manager who functions as the Director of Finance, Human Resources, and Risk Management within this department.

DUTIES

- ✚ Revenues & Expenditures
- ✚ Cash Management
- ✚ Payroll Processing/CalPERS Reporting
- ✚ General Ledger/Journal Entries
- ✚ Fixed Assets
- ✚ Accounting and Financial Analysis/Reconciliations
- ✚ Assists in Quarterly Financial Reporting/Analysis
- ✚ Policies and Procedures
- ✚ Human Resource Functions
- ✚ Benefit/Insurance Management
- ✚ Budgeting Support
- ✚ Assistance in Annual Audit
- ✚ Grant Accounting

QUALIFIED CANDIDATES

An AA/BA + 2 years in accounting and administrative experience is preferred or a High School Diploma and 7 years professional level accounting preferably in a public agency or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below:

- ✚ Knowledge of principles and practices of governmental fund accounting, budgeting, auditing, grants, and human resources
- ✚ Strong analytical skills, critical thinking, and creative problem solving
- ✚ Knowledge of business processes, systems and internal controls
- ✚ Excellent written/oral communications skills
- ✚ Customer service skills
- ✚ Ability to effectively use computer applications
- ✚ History of progressively responsible professional work experience
- ✚ Understanding of GAAP and GASB

COMPENSATION

- ✚ **Compensation – \$25.45/hr. - \$30.94/hr.**
- ✚ **“Classic” members CalPERS 2% @ 60**
- ✚ **PEPRA members CalPERS 2% @ 62**
- ✚ **Employee covered benefits, 90% dependent coverage with employee contributing 10%**
- ✚ **Annually accrues 80 hours vacation, 12 holidays, 2 floating holidays and 12 sick days.**

The City of Nevada City is an Equal Opportunity Employer. All qualified candidates must apply by **March 23, 2018 by 4pm**. To apply, email letter of interest, application, resume, and a listing of training and certifications possessed related to this field to lorie.mccay@nevadacityca.gov or submit at 317 Broad Street Nevada City, CA 95959