



Monterey County Department of Social Services Accountant I

Monterey County Department of Social Services is seeking enthusiastic applicants, who genuinely care about the community and its members, to fill a full-time Accountant I position in Salinas, California. Under general supervision, the Accountant I performs various technical and professional accounting, statistical, and budgetary duties involved in establishing, maintaining, analyzing, reconciling, and verifying financial records in support of designated programs; provides financial administrative support in preparing, analyzing, and monitoring designated annual budget and accounts; learns to prepare and review a variety of factual, analytical, narrative, financial, statistical, and budgetary reports, statements and records utilizing GAAP; and performs related duties as assigned. **Monterey County is an Equal Opportunity Employer – Minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Accountant I position provides ongoing opportunities for career advancement, training and daily satisfaction. Careers with the Department of Social Services offer the opportunity to promote the social and economic self-reliance of individuals and families served by providing essential resources and services to low-income families, veterans, vulnerable children and adults, and disabled individuals. Monterey County Department of Social Services welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated. The Department currently has a team of approximately 874 dedicated members serving Monterey County residents.

To learn more about the Department of Social Services, go to: <http://mcdss.co.monterey.ca.us/>

Final Application Date: Wednesday,
October 25, 2017 at 5:00 PM PST

MINIMUM QUALIFICATIONS

The knowledge, skills and abilities may be acquired through various types of experience, education, or training, typically:

Completion of 15 semester units from an accredited college or university with coursework in elementary and advanced accounting.



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AND

Two years of experience performing paraprofessional-level accounting duties, or two years of experience at a level equivalent to an Accounting Technician in Monterey County.

Substitution: One year of additional experience may be substituted for the educational example listed above.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

ADDITIONAL QUALIFICATIONS

- The ability to speak, read and write Spanish in addition to English would be an asset in this position, but is not required.
- Employees who drive on County business to carry out job related duties **must** possess a valid CA Driver License for the class vehicle driven.
- The Department of Social Services will conduct a thorough background and reference check process which includes a Department of Justice fingerprint check.
- Employees **must** have and show their original Social Security Card and a valid CA Driver License or CA State ID on the first day of work.

SALARY RANGE

\$3,872 - \$5,289/monthly

TENTATIVE EXAM DATE(S)

Written Exam: Saturday, November 11, 2017

Oral Exam: Week of December 4, 2017

BENEFITS

For additional information, please visit:

<http://www.co.monterey.ca.us/personnel/Benefits.html#sheets>

LEARN MORE

For further information about the position click here:

<http://www.co.monterey.ca.us/personnel/specifications.asp>

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, etc. click here: <http://www.mss.ca.gov/>



ABOUT MONTEREY COUNTY

Located on California's picturesque Pacific Coast, the County of Monterey is blessed with mild weather year-round and is home to miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and a bountiful valley. With a population exceeding 400,000, the County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Boasting such world-renowned attractions as the spectacular Big Sur Coast, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach - possibly the world's most famous golf course, it's easy to see why an estimated 4.3 million visitors a year make Monterey County their destination of choice.



In addition to a thriving tourist trade, Monterey County's economy is largely based on a vigorous agricultural industry. Known as the 'salad bowl of the nation' the Salinas Valley provides fresh vegetables and salad greens to the entire country. California's 16th largest county also provides many educational opportunities for its residents including California State University at Monterey Bay, the Middlebury Institute of International Studies, the Defense Language Institute (DLI), Presidio of Monterey, and the Naval Postgraduate School (NPS). All these factors combine to make Monterey County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto https://secure1.cpshr.us/mss_jobs/JobListings.aspx and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#). **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

QUESTIONS AND CONTACT

CPS HR Consulting
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