

TOWN OF FAIRFAX



ACCOUNTANT I-II (part-time), Finance Department, Town of Fairfax, CA

The Town is seeking qualified candidates to fill one position at either the Accountant I or II level, depending on qualifications. The position is half-time (approximately 20 hours/week) and permanent.

This job performs a variety of duties processing the Town's payroll, accounts payable, data entry, bookkeeping, and employee benefits. The position maintains a variety of accounts, files, reports and fiscal records. The position prepares and files State and Federal payroll tax documents and supports the Finance Director's and/or Town Manager's work on special projects. This is a confidential position.

Specific duties include preparing and processing semi-monthly payroll; preparing and processing accounts payable including annual 1099s; monitoring cash flow; helping to administer the employee benefits programs; performing routine posting, bookkeeping, and clerical accounting work; and preparing and posting monthly journal entries.

For the Accountant I level, the candidate should have three years of technical-level financial record-keeping experience and graduation from high school. Course work in accounting and experience in payroll and municipal finance is highly desirable.

For the Accountant II level, the candidate should have five years of technical-level financial record-keeping experience and the equivalent an A.A. degree in accounting, supplemented by course work in fund accounting. Experience in payroll and municipal finance is highly desirable.

The ideal candidate at either level will know procedures of double-entry bookkeeping; have the ability to research, interpret, and apply policies and procedures pertaining to payroll and benefits programs, and be able to respond to requests and inquiries concerning these programs. The candidate should be able to demonstrate good writing and other communication skills; and should have a collaborative team orientation, the ability to exercise initiative and flexibility, and be able to maintain confidentiality.

Hourly rate ranges from \$32.91-\$44.11/hour depending on qualifications.

An interested applicant should send a cover letter and resume to Michael Vivrette, Finance Director, Town of Fairfax, 142 Bolinas Road, Fairfax, CA 94930, or email to finance@townoffairfax.org. Contact Michael with questions at (415) 458-2350. Position is open until filled.