

Accountant

- **Job Type:** Full Time
- **Salary / Pay Rate:** \$23.30 - \$34.60/hour
- **Post Date:** 12/30/2021
- **Expire Date:** 01/24/2022

Job Details	Description
Department	Finance
Benefits	Click here to review a Summary of Employee Benefits
Civil Service Status	This is a Civil Service position
Regular Hours	Monday - Friday (8:00 a.m. - 5:00 p.m.) Overtime and Weekend Work as Required
Tentative Start Date	April 2022
Job Summary	Under the general direction of the Accounting Manager, performs professional accounting work in accordance with generally accepted accounting principles (GAAP), established City policies, and state and federal laws and regulations. Examples of work may include: maintaining detailed fixed asset listings, preparing general ledger entries, bank reconciliations, and supplemental reports. This position is responsible for compiling and reconciling documents, as well as providing significant information to external auditors and management to facilitate annual audits and reports.
Deadline to Apply	January 24, 2022 @ 11:59pm
Requirements	Requires a bachelor's degree in Accounting with two (2) years of work-related experience. Experience with fund accounting, fixed asset, and bank reconciliation recordkeeping is highly desirable. Experience with Information Technology matters, including coordinating compliance with Payment Card Industry (PCI) Data Security Standards desirable.
Steps to Apply	Steps to Apply: 1. Profile: You MUST complete an online Applicant Profile. A link is provided below to our Online Application System.

2. **Attachments:** You must attach the following documents to your profile under the Apply For Job section (attachments are job specific, once you click Finish & Apply you will not be able to add any additional documents):

- a) Cover Letter
- b) Resume
- c) Written Questionnaire - You must attach the completed questionnaire to your profile prior to clicking Finish & Apply. Link provided below

Click to open: [Written Questionnaire](#)

Cover letter, resume, and completed written questionnaire must be attached to your application by the deadline date, January 24, 2022 by 11:59 pm CDT to be considered for this position.

3. **Qualifications/Certifications/Licenses:** Under the Resume & Qualifications section, make sure to list any certifications or licenses you currently hold.

4. **Applying for Position:** Once you have completed your profile, you MUST apply for the position (The link to Finish & Apply is located on the Apply For Job section after you have completed your profile. Once you have applied, it will be listed under your My Applications tab. Any applications marked as Status: Incomplete, have not been submitted.)

All steps MUST be completed before the posted deadline to be considered for this position. We will not accept incomplete profiles. Communication throughout this process (including invitations to any examinations and/or interviews) will be made via the email supplied through the City's on-line application system. It is recommended to check your email "Junk" or "Spam" folder for emails from the City of West Des Moines. If you have any questions during the application process, please contact Human Resources at 515-222-3616.

Civil Service Exam	A Civil Service Examination will be administered for this position. The Top 15 applicants meeting the minimum qualifications for the position, submitting all required application materials and receiving a passing score on the written questionnaire will be invited to participate in the remainder of the Civil Service Examination, which will include the Predictive Index Survey and an oral board interview. Oral board interviews are tentatively scheduled for the week of February 28, 2022. <i>All dates are tentative and subject to change due to unforeseen circumstances.</i>
Physical/Drug Test	Post offer, pre-employment drug test required.
Apply Here!	City of West Des Moines Online Application System
Instructions & FAQ's	<p>You will need to complete an online profile and apply for this position online. There are Instruction Sheets under the Employment section of our City website as well as a number of topics in our FAQ section. If after reviewing these help guides you still need additional help, please visit or contact Human Resources 515-222-3616.</p> <p>If you are currently employed with the City, please contact Human Resources at 515-222-3616 for instructions on how to log in.</p>
Contact Information	<p style="text-align: center;">CITY OF WEST DES MOINES</p> <p style="text-align: center;">Human Resources, 1st floor, Suite 1E</p> <p style="text-align: center;">4200 Mills Civic Parkway</p> <p style="text-align: center;">PO Box 65320</p> <p style="text-align: center;">West Des Moines, IA 50265-0320</p> <p style="text-align: center;">515-222-3616_ (phone)</p> <p style="text-align: center;">515-273-0601_ (fax)</p> <p style="text-align: center;">humanresources@wdm.iowa.gov</p>