



## County of Tehama Accountant I/II

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Tehama County, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2024 - P0169
<b>DEPARTMENT</b>	Sheriff's Department	<b>DIVISION</b>	Administration
<b>OPENING DATE</b>	03/14/2024	<b>CLOSING DATE</b>	4/12/2024 5:00 PM Pacific

### Description

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#### **SALARY (A-E Steps)**

##### **Accountant I:**

\$24.85 - \$30.21 Hourly / \$1,988.00 - \$2,416.80 Biweekly / \$51,688.00 - \$62,836.80 Annually

##### **Accountant II:**

\$27.43 - \$33.35 Hourly / \$2,194.40 - \$2,668.00 Biweekly / \$57,054.40 - \$69,368.00 Annually

*New employees should anticipate being hired at the beginning step of the salary range. Candidates who exceed entry level qualifications may be considered, with approval from the Board of Supervisors, for placement at other than A step.*

#### **Definition:**

Under direct or general supervision performs a variety of accounting functions, and administrative and technical support relative to the planning, organization, and coordination of financial activities within an assigned department or division. Provides professional assistance to departmental/divisional management staff in areas of expertise.

#### **Examples of Duties**

- Provides responsible professional and technical assistance in the administration and implementation of the division/department's financial, purchasing, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements; prepares monthly financial reports.

- Analyzes and reconciles expenditure and revenue accounts: performs reconciliation of bank statements to the general ledger.
- Performs other related duties as assigned.

**To view the full Classification Specification, please select from the titles below:**

[Accountant I](#) | [Accountant II](#)

## Education, Experience & Licenses

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

### Accountant I/II:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Accounting or a closely related field; or
- Graduation from an accredited college with an Associate's degree in Accounting or a closely related field; and four (4) years of experience equivalent to an Accounting Technician and /or full charge bookkeeping for a private sector firm; or
- Equivalent to the completion of twelfth (12th) grade; and six (6) years of experience equivalent to an Accounting Technician III or Accounting Specialist and/or full charge bookkeeping for a private sector firm.

Accountant I: In addition to the educational requirements above, one (1) year of responsible professional accounting experience. Other combinations of education and experience may be considered.

Accountant II: In addition to the educational requirements above, two (2) years of responsible professional accounting experience equivalent to the Accountant I at the County of Tehama. Other combinations of education and experience may be considered.

### **License and Special Requirements:**

- Requires a valid California driver's license.

## Recruitment Information

***The department currently has one (10 vacancy.***

*In addition, Tehama County is establishing an eligibility list to fill future vacancies for an Accountant I/II, as well as subsequent vacancies, which occur during the life of the eligibility list.*

The following **MUST** be submitted to be considered for this position:

- **Cover Letter (A resume is NOT considered a cover letter)**
- **Resume**

Please upload ALL required documents when applying such as, copies of all required degrees and/or certifications as outlined in the job description. Incomplete applications will not be considered.

### **For questions about this recruitment please contact:**

Karie Songer-Simons

530-529-7950 | [ksimons@tehamaso.org](mailto:ksimons@tehamaso.org)

*All offers of employment are contingent upon successful completion of background, fingerprinting, drug test and physical examination provided by the County.*

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

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**Agency**

County of Tehama

**Department**

Sheriff's Department

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**Phone**

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