



Mono County

Job Announcement

<p><i>Open Until Filled</i></p>	<p style="text-align: center;"><i>Accountant I/II</i></p> <p style="text-align: center;">BEHAVIORAL HEALTH DEPARTMENT Mammoth Lakes</p>	<p>Salary/Range 73/79 Accountant I \$32.17/hourly Accountant II \$37.31/hourly</p>
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Mono County Behavioral Health has an immediate opening for a permanent Accountant. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled.

Job Responsibilities: Under general direction, to provide coordination, and training for professional fiscal, payroll, and fiscal support staff; to perform a variety of the most complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of County fiscal records and financial transactions and related work as required. Learn the State/Federal fiscal policies and procedures that relate to Mental Health, MHSA, and Substance Use funding streams. Incumbents will be responsible for all reporting to the state and federal (per requirements), provide billing for MediCal and Medicare, as well as private insurance, work with staff to create budgets. Work is performed in an office environment; continuous contact with other staff. May be required to travel considerable distances within the County. When appropriate, some work may be done remotely.

Desirable Qualifications:

Knowledge of:

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and transactions of the County.
- Government cost accounting and budgeting.
- Auditing theory, principles, and techniques, and their application to government finance.
- Principles of account classification.
- Budget development and control.
- Computerized financial management, payroll, and property tax systems, as well as computerized spreadsheet, database, and word processing software.
- Fiscal understanding of Mental Health, MHSA and Substance Use Disorder (SUD) recommended but not required.

Ability and willingness to:

- Provide training and review the work of other staff.
- Perform a variety of the most complex accounting and financial transaction work.
- Work with computerized financial management, payroll, and property tax systems.
- Proficiently use a variety of computerized spreadsheet, word pressing, and data base software.
- Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.

- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Gather, organize, analyze and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Use a computerized financial management system.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years of increasingly responsible professional fiscal management experience, preferably providing professional fiscal services for a public agency.
- Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. (An additional two years of technical/ professional accounting/auditing experience may be substituted for the required education.

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5412 or print off of the website listed below. Apply immediately!

This position is open until filled. Faxed applications will be accepted provided the application with the original signature is mailed to the address below.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – HR
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5410 ~ (760) 932-5411 (FAX) ~ website: www.monocounty.ca.gov
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