



ACCOUNTING TECHNICIAN

SALARY RANGE
\$39,725.28 - \$59,587.92 Annually
\$3,055.79 - \$4,583.69 Monthly
\$19.10 - \$28.65 Hourly
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for an Accounting Technician to perform difficult and responsible accounting work in the maintenance of financial, statistical and fiscal records for the Fiscal Services Division of SBCERA.

Background:

The San Bernardino County Employees' Retirement Association ("SBCERA") is a California public pension plan that manages benefits and pension assets for over 32,000 members and beneficiaries.

Responsibilities:

- ❖ Compiles narrative and statistical statements and reports by locating sources of information, devising forms to secure data and determining the format of the finished product; formats computer reports and spreadsheets.
- ❖ Establishes, revises and maintains statistical, bookkeeping and accounting control records; classifies transactions that could be entered in several different kinds of accounts; establishes and posts to general and subsidiary ledgers.
- ❖ Prepares trial balances, closes and balances accounts, reconciles bank statements, reconciles funds and appropriations analysis ledger to cost center ledger; makes adjusting and reversing entries.
- ❖ Prepares calculations and reports for budgets, service purchase contracts and claims from a variety of data, accounting records and computer products; prepares regular reports of revenues and expenditures for management.
- ❖ Audits member records, claims, invoices and other financial transactions for accuracy, legality and compliance.
- ❖ Provides customer service to external customers through written and voice communications with participating employers, active members, vendors and retirees/beneficiaries regarding payroll, contributions and accounts payable questions.
- ❖ Provides vacation and temporary relief as required.
- ❖ Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education:

- 1) Eight semester (12 quarter) units of completed college accounting coursework. A list of accounting coursework must be submitted with the application.
OR—

- 2) An additional year of accounting or fiscal experience may substitute for the educational requirement.

Experience:

Two (2) years of experience performing accounting duties and fiscal clerical work.

Applicants with an acceptable combination of relevant experience and education that provides the required knowledge and abilities may be considered.

Note:

Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

APPLICATION PROCESS:

Application must be made by submitting a completed SBCERA Application form. Resumes will not be accepted in lieu of the application. The information you provide will be used to verify and evaluate your job qualifications. Failure to complete the application and/or to provide information on it that clearly demonstrates possession of the requirements listed above will result in elimination from the examination process. The SBCERA Employment Application is available at www.SBCERA.org or you may call Virginia Leon at 909-885-7980 ext. 348 to have the form mailed to you.

The application closing date is Friday, February 17, 2012, at 5:00 p.m.

Submit applications to:
SBCERA
Attn: Virginia Leon, Fiscal Services Executive Secretary
348 W. Hospitality Lane, 3rd Floor
San Bernardino, CA 92415-0014

There will be a competitive evaluation of qualifications based on a review of the application. Those who demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Chief Executive Officer may specify the number of eligible candidates to be qualified in the examination or any part thereof.

EMPLOYMENT PROCESS:

Application Deadline:

Applications must be received by SBCERA by 5:00 p.m. on the date indicated on this announcement.

Examination:

The exam process may include, but is not limited to, the application, appraisal interview, post-certification interview and reference and background checks.

Eligible List:

A list of qualified candidates will be established in rank order of scores obtained during the examination process. Referrals to vacant positions will be made with those achieving higher

scores referred prior to those with lower scores. Candidates' names will remain on eligible lists for a period of one (1) year unless otherwise determined by the Chief Executive Officer.

Background Investigation:

Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

Reference Check:

Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a credit report, copies of certificates, licenses, diplomas and course transcripts.

Medical Examination:

Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

Disclosure: This is an at-will position.



EMPLOYMENT APPLICATION

Do you have a driver's license? Yes No

What is your means of transportation to work? _____

Have you ever been in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

EXPERIENCE

Please provide a complete employment history beginning with your current or most recent job. If additional space is needed, attach a sheet of paper. Do not refer to a resume. Only those jobs listed on this application will be considered in determining your eligibility. List each job separately, even if the employer is the same. Incomplete information will result in disqualification.

From (mm/dd/yy)	Title of Your Most Recent Position	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

May we contact your present employer? Yes No



EMPLOYMENT APPLICATION

From (mm/dd/yy)	Address	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

From (mm/dd/yy)	Address	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			



EMPLOYMENT APPLICATION

From (mm/dd/yy)	H ñiYcZDcg ñjb`	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone _____	Telephone _____

CERTIFICATE OF APPLICANT

I certify that all statements made in this entire application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (please print):	Social Security Number: XXX-XX-
Signature:	Date: