The San Bernardino County Employees’ Retirement Association (SBCERA) is recruiting for an Accounting Technician to provide outstanding service to members regarding their SBCERA retirement accounts; to perform difficult and responsible sub-professional accounting work in the maintenance of financial, statistical, and accounting records of SBCERA; and to perform other related duties as required.

Background
The San Bernardino County Employees’ Retirement Association (SBCERA) is a California public pension plan that administers benefits and manages pension assets for over 38,000 members and beneficiaries on behalf of 17 participating employers. SBCERA is Special District governed by its own board, the Board of Retirement (Board), which serves as primary fiduciary for SBCERA’s assets and administration.

For more information about SBCERA, please visit the website at www.SBCERA.org.

Responsibilities
The Accounting Technician shall work in the Member Services Department under the immediate direction of the Account Auditing Supervisor and is responsible for a specialized accounting operation which requires a thorough understanding of an established accounting system, substantial subjecting matter knowledge, and the ability to apply basic accounting principles to a variety of transactions. Responsibilities of the Accounting Technician include, but are not limited to the following:

- Audits member records, claims, invoices and other financial transactions for accuracy, legality and compliance, and provides peer review of other Accounting Technicians’ audits of member records.
- 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.
- 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 service purchase contracts, claims and budgets from a variety of data, accounting records and computer programs; prepares regular reports of revenues and expenditures for management. Provides support to SBCERA Payroll Specialist for all aspects of payroll processes.
• Performs other duties as assigned.

Position is “at will” and serves at the pleasure of the Chief Executive Officer.

Qualifications
Option A: Two (2) years of full-time experience performing accounting duties and fiscal clerical work AND Eight (8) semester (12 quarter) units of completed college accounting coursework.

Option B: Three (3) years of full-time experience performing accounting duties and fiscal clerical work.

Selection Process
Applications must be made by submitting a completed SBCERA Application form and the required Supplemental Questionnaire for this Accounting Technician job posting. A List of Related Coursework showing the educational institution, the course title, and the number of credits awarded must be completed on the Supplemental Questionnaire if applicant seeks to qualify under Option A. The information you provide will be used to verify and evaluate your job qualifications. Failure to provide a completed SBCERA Application, a completed Supplemental Questionnaire, and/or to provide information on them clearly demonstrating possession of the above job qualifications, will result in elimination from the examination process. The SBCERA Application and Supplemental Questionnaire are available at www.SBCERA.org/Employment.

There will be a competitive evaluation of qualifications based on a review of application materials submitted and may include written examinations, writing exercises, online testing, and/or oral examinations depending on the number of applications received. Further information regarding test content/scheduling will be provided to eligible candidates if an examination is to be administered. Those applicants who clearly 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 selection interview or any part thereof.

To apply, send a completed application materials as specified above electronically to HR@sbcera.org or mail to:

SBCERA
Attn: Human Resources
348 W. Hospitality Lane, 3rd Floor
San Bernardino, CA 92415-0014
Applications must be received by SBCERA by **4:00 p.m. PST July 16, 2018.**

**Disclosures**

- This is an “at will” position.
- A valid California driver’s license must be maintained.

**BENEFITS:**
SBCERA offers a generous benefits package including:

- Participation in SBCERA pension plan
- Medical and Dental premium subsidies
- Vision insurance for employee
- 457(b) Plan: After one year of continuous service, employees are eligible for a biweekly employer match equal to ½ times the employee’s contribution up to ½% of the employee’s biweekly base salary
- Life Insurance: $35,000
- Vacation Leave: 80-160 hours/year
- Sick Leave: 3.39 hours/pay period
- Holiday Leave: 13 days + 1 Floating holiday/year
- Perfect Attendance: Annual Gym Membership Reimbursement up to $299 or 16 hours Perfect Attendance Leave

**WORKING HOURS:**
Typical working hours are Monday-Friday: 8:00am-5:00pm.

**EMPLOYMENT PROCESS:**

**Application Deadline:** Applications and Supplemental Questionnaires must be received by SBCERA by the time and date indicated on this announcement.

**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 resume, 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.

SBCERA is an EEO/ADA Compliant Employer.