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Job details

Job 1 of 1

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General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill the position of Accountant II in the Single Audit, Franchise and Concessions Unit of the Accounting Division. The Unit is responsible for reviewing, reconciling, and maintaining the Grants Inventory Database system of approximately \$3 billion in federal grants and loans, and for preparing the annual Single Audit Report for Los Angeles County. In addition, the Unit is responsible for the accounting, reporting, and distribution of Franchise and Concessions fees.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Accountant II are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. All other required documents (i.e., performance evaluations and time history reports) must be faxed to (213) 947-4848 on the day you submit your resume online. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be contacted and invited to participate in an interview.

Desirable Qualifications

- Comprehensive knowledge of the County's accounting processes and policies and procedures related to countywide departmental organizations;
- Strong interpersonal skills with individuals and groups both internal and external to the County;
- Excellent business writing and oral communication skills;
- Strong organizational, planning, and analytical skills;
- Ability to independently perform job duties with minimal supervision;

- Ability to adapt to a complex and changing work environment;
- Ability to work in an unstructured environment; and
- Proficiency in Microsoft Excel and Word applications.

Duties

Specific duties of the position include, but are not limited to:

Assisting in the review, reconciliation, and preparation of the Schedule of Expenditures of Federal Awards (SEFA) for the Single Audit Report.

Updating the Single Audit procedures, and preparing and presenting at the annual Countywide Single Audit Kick-off meeting.

Reviewing Board letters, grant awards, and budget adjustments to ensure departments are accounting for new or amended federal grants and loans.

Scheduling and co-training departments on the accounting, reconciliation, and reporting of the federal grant and loan expenditures for the SEFA.

Receiving, posting, and the monthly reconciliation of the payments received from Franchise and Concessions vendors to the TK7 Trust Account and Revenue Accounts, and monthly journal voucher to distribute funds to appropriate fund.

Vacancy Information

This vacancy is headquartered at 500 West Temple Street in Downtown Los Angeles.

Available Shift

Day

Contact Name

Daniel Ramirez

Contact Phone

(213) 974-1278

Contact Email

dramirez@auditor.lacounty.gov

Job Field

Finance and Accounting

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