



## **SENIOR ACCOUNTANT**

City of Avalon, Santa Catalina Island  
Avalon, California, Los Angeles County

SALARY: \$63,961 - \$77,745 FLSA: Exempt

Plus excellent benefits package

The City of Avalon is currently recruiting for the full-time position of Senior Accountant. Under general supervision from the Finance Director incumbents record transactions; reconciles bank accounts, general ledger accounts, and subsidiary accounts; prepares financial, statistical and analytical reports for the Finance Director and City staff; assists in the budget preparation; collects accounts receivable; conducts internal audits; assists in the coordination of the external audits; cross-trains in all areas of the Finance Department; and performs related work as required. This is a journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires knowledge of governmental accounting practices and procedures, and thorough knowledge of Generally Accepted Accounting Principals (GAAP).

**Requirements:** This full time position requires full time residency in the City of Avalon. Possession of or ability to obtain a valid California Driver's License is required by the time of appointment.

**Qualifications:** The ideal candidate will possess a Bachelor's degree from an accredited college or university with major coursework in accounting, business or public administration and at least two years of accounting work experience; or two or more years of college and at least six years of progressive accounting work experience.

**Application Procedure:** If you are interested in pursuing this unique and exceptional career opportunity, please forward a letter of interest, resume, and five work related references to: City of Avalon, Post Office Box 707, Avalon, CA 90704, ATTN: Stephanie Campbell or via email to: [HR@CITYOFAVALON.COM](mailto:HR@CITYOFAVALON.COM)

**Filing deadline:** Open, until filled. General questions can be emailed to: [hr@cityofavalon.com](mailto:hr@cityofavalon.com) or by telephone: 310-510-0220 ext. 177 Visit our website: [www.cityofavalon.com](http://www.cityofavalon.com)