



SURF DEVELOPMENT COMPANY  
IS ESTABLISHING AN ELIGIBILITY LIST FOR THE POSITION OF –  
**Accounting Technician II**

Lompoc Administrative Office - 39 Hours per week/overtime as needed

**\$54,766.40 - \$66,569.10 annually + excellent benefits package**

Open & Promotional –

Please submit Resume by Closing Date of 1/10/2019

**SUMMARY:** Under the direction of the Director of Finance, incumbent will be responsible to perform a wide variety of technical and administrative accounting duties. Assisting in accounts payable, accounts receivable, account reconciliations, annual filings of property tax exemptions, year-end audit work papers and act as a backup as needed for the Finance Department for Surf Development Company. Incumbent will assist other Accountants with miscellaneous accounting duties, provide assistance to the Director of Finance, develop and document policies and procedures related to assigned areas of responsibility, and assist and/or prepare payments & reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Assist with full-cycle accounts payable, process general accounts payable invoices and check requests for payment, review invoices and account statements for accuracy; follow up with staff from other departments for invoice approval and general ledger charge codes, and ensure approval is within the signers authorized expenditure authority, print accounts payable checks.
- As needed to Interface and respond to inquiries from vendors and staff from other departments/units, audit invoices and conduct research to correct accounts payable discrepancies and prepare adjustment journal entries.
- Assist with the annual financial audit by providing and making copies of accounting reports, and pulling various files for the auditors as directed by management.
- Calculate and remit sales tax to the CA Board of Equalization; file annual 1099-Misc. information return with the Federal and State governments; maintain and follow up on W-9 records and coordinate with agency departments for set up of new vendor in the accounting system.
- Process petty cash payment request, reconcile and replenish petty cash.
- Assist in development and documentation of policies and procedures for the finance department.
- Assist in preparation and printing of 1099 forms for landlords.
- Assist in preparation of Section 8 Housing Assistance Payment.
- Complete bank reconciliations as directed.
- Prepare audit schedules and year end audit work papers.
- Prepare annual filings of property tax exemptions.
- Ability to produce accurate work in a fast paced, deadline driven environment.
- Oversee utilities accrued monthly.
- Other miscellaneous duties as assigned.

**CAPABILITIES/SKILLS:** *To perform the job successfully, an individual should demonstrate the following capabilities/skills:*

Commitment: Set high standards of performance and work hard/smart to achieve them; strive for results and success; convey a sense of urgency and bring issues to closure.

Customer Service: Meet/exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; talk and act with customers in mind; and recognize working colleagues as customers.

Effective Communication: Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; ask pertinent questions when needed and listen effectively.

Analytical: Synthesize complex or diverse information; collect and research data; and use intuition and experience to complement data.

Quality: Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Responsiveness and Accountability: Demonstrate a high level of conscientiousness; hold oneself personally responsible for one's own work; and do the required fair share of work.

Confidential: Must abide by strict ethical standards, integrity, objectivity and confidentiality when dealing with sensitive financial information, and must avoid and/or report any potential personal conflicts of interest.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with known disabilities to perform the job competencies.*

*Continued on following page*

## ***Education and/or Experience***

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting or a related field, and three - four years or more of increasingly responsible full-time Accounting experience which includes A/P and A/R duties.

## ***Job Competencies***

- Knowledge of basic methods, practices and terminology used in general accounting and financial record keeping work; knowledge in full-cycle accounts payable process.
- Ability to manage several tasks simultaneously, prioritize work and work under pressure to meet deadlines.
- Ability to enter data for accounts payable, into the accounting system accurately and timely.
- Ability to analyze vendor invoice and statement and make accounting computations rapidly and accurately; prepare and verify accounts payable transactions and related reports.
- Interpret, apply and explain Agency policies and procedures

## ***Mathematical Skills***

- Requires the ability to determine, calculate, tabulate, or summarize data/information and includes performing subsequent actions in relation to these computational operations.
- Effectively collect, compile, analyze and interpret data concerning a variety of issues.
- Organize work effectively and maintain accurate and systematic records.

## ***Reasoning Ability***

- Work with short inflexible timelines and understand oral and written instructions and procedures.
- Operate independently and exercise sound judgment and critical thinking in the conduct of day-to-day activities.
- Exercise judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components and in the formulation of operations strategy.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## ***Computer Skills***

- To perform this job successfully, an individual should have proficient computer skills (Microsoft Office, including Outlook, Word, and Excel, Internet), and must be able to learn other computer programs as required. Knowledge of automated accounting applications and principles, knowledge of Excel spreadsheet is required.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, attend onsite and offsite meetings, and communicate. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone.

## ***Physical Ability***

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or work station.

## ***Environmental Factors***

Performance of essential functions may require exposure to adverse environmental conditions, such as bright/dim light or repetitive wrist motion.



## SURF DEVELOPMENT COMPANY

Surf Development Company works with the Housing Authority of the County of Santa Barbara to develop affordable housing along California's South-Central Coast. Situated approximately 100 miles north of Los Angeles, 266 miles south of San Francisco, and located close to the ocean, the area enjoys mild temperatures throughout the year with no smog.

Surf Development is responsible for the development of multiple housing programs, providing affordable housing for thousands of low-income households in Santa Barbara County.

Surf Development Company is a not for profit 501 (c)(3) and is governed by a Board of Directors.

### **EMPLOYMENT PROCESS**

Applicants must complete and submit a resume and any other required documents no later than 4:00 p.m. on the final filing date specified on the job announcement.

The requirements as stated on the front of this job announcement represent only the minimum required to apply. Meeting the listed requirements does not guarantee that a candidate will qualify for an interview as the Human Resources Department limits the number of candidates to those whose recent work experience and qualifications most closely match the requirements of the position.

Any applicant receiving an interview will be scored. Any applicant with a passing score of 70% or higher will be retained on an eligibility list for the position for a period of one year. It will not be mandatory to hire the top person on the list.

Eligible applications will be reviewed whenever there is a job opening in that category. The applications of the top five applicants will be examined and the department head will make recommendations. The department head may recommend appointment of any or none of the persons referred. The eligibility list will be considered exhausted when all applicants have failed to reply to notification of interviews by the specified time, or after their application has been reviewed three times without offer of hire.

**Surf Development Company is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, sexual orientation, national origin, age, handicap or other protected groups under State, Federal or local equal opportunity laws. Reasonable accommodations are offered qualified individuals with handicap. Such individuals may contact Irene Vejar at (805)736-3423, ext.4010 to discuss necessary accommodations.**

### **CONDITIONS OF EMPLOYMENT**

**Working Hours.** Most staff positions work a 9/80 work schedule during regular business hours between 7:30 and 5:00 p.m. Schedules are determined based upon agency needs.

**Provisional period.** All appointments are provisional subject to the completion of a provisional period of a minimum of six months. The provisional period is a part of the selection process in that it is a trial period for the employee to demonstrate on the job that he/she has the knowledge, skill and ability to successfully perform the duties and responsibilities of the position. If performance is not satisfactory, a provisional employee may be terminated without redress.

**California Driver's License.** Many staff positions require the possession of a valid California Driver's License including a good driving record at the time of hire and during the course of employment.

**Medical Examination/Drug testing.** A medical examination paid by the company is required for some positions. The employee's physical condition must be consistent with the requirements of the job duties to be performed. Pre-employment drug screening is required of all final applicants. Candidates are cautioned that offers of employment or continued employment are conditional and subject to the satisfactory completion of the medical examination or drug test. An examination of any employee may be requested at any time by their supervisor.

**Background Investigation.** A background investigation including application information verification, criminal/civil history, and DMV reports (if required) is conducted on any applicant selected for hire. Any offer of employment is subject to the satisfactory completion of this investigation.

**Drug testing is mandatory for all positions.**

**Integrity testing.** Third-party pre-hire integrity testing may be required of all applicants selected for interview.

### **EMPLOYEE BENEFITS**

**Step Salary Advancement** Salary advancement may be recommended upon completing probationary period, and at intervals of one year thereafter until the maximum step is reached. Each of the five pay steps are in 5% increments. Thereafter employees are eligible for a 5% longevity increase every 5 years.

Regular full-time employees (30 hours per week or more) :

**Vacation Leave.** Vacation or Annual Leave is accrued at the rate of 12-24 working days per year depending on years of service, beginning on the first day of employment. Employees are eligible to use this leave after six months of continuous employment with approval of supervisor dependent on the needs of the department and area office/shop.

**Sick Leave.** Sick Leave is accrued at the rate of 12 working days per calendar year and is to be used for illness according to agency policy. Temporary hires working 30 hours per week or more will accrue sick leave at the rate of 1 hour for every 30 hours worked with a maximum of 48 hours.

**Holidays.** Surf Development Company presently observes twelve paid holidays per year.

**Group Insurance Program.** The first of the month after 31 days employment employee is eligible for 100% employer paid Life policy worth one and one-half times the employee's annual salary and Retirement contributions of 12.5% of salary. Regular employees working 30 hours or more per week receive Medical/Prescription, Dental, Vision & LTD coverage for employee and dependent. Premium rates vary depending on plan selection.

**Deferred Compensation** 457 Plan is voluntary.

**Social Security.** Compulsory participation for all employees.

**Credit Union.** Membership for savings, loans and other privileges is available.

**Reimbursement for Tuition and Books.** Employees attending accredited courses of instruction may apply for pre-approval of reimbursement for the costs of tuition and books for such training.

**SURF DEVELOPMENT COMPANY  
MAINTAINS AN AT-WILL EMPLOYMENT  
RELATIONSHIP WITH ALL EMPLOYEES.**