

**AGENDA**  
**MCFARLAND CITY COUNCIL**  
**MCFARLAND SUCCESSOR AGENCY**  
**MCFARLAND PUBLIC FINANCE AUTHORITY**  
**MCFARLAND IMPROVEMENT AUTHORITY**  
**MCFARLAND PARKING AUTHORITY**  
**MCFARLAND USA FOUNDATION**

**SPECIAL MEETING**  
**CITY COUNCIL CHAMBERS**  
**103 W. SHERWOOD AVE, MCFARLAND, CA**

**March 16, 2022**  
**6:00 PM**

---

**In Person Meeting**

**How to submit public comments:**

The meetings of the City Council and all municipal entities, commissions, and boards (“the City”) are open to the public. At regularly scheduled meetings, members of the public may address the city on any item listed on the agenda, or on any non-listed matter over which the city has jurisdiction. At special or emergency meetings, members of the public may only address the city on items listed on the agenda. There is a time limitation of two minutes per person. For any item that is not on the agenda and within the jurisdiction or interest of the city, please come to the podium at this time. The Brown Act does not permit any action or discussion on items not listed on the agenda. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item number and subject matter are announced, and the mayor opens Public Comment on the item. When recognized, please begin by providing your name and address for the record (optional). Anyone wishing to submit written information at the meeting needs to furnish ten (10) copies to the City Clerk in advance to allow for distribution to City Council, staff, and the media. Willful disruption of the meeting shall not be permitted. If the Mayor finds that there is in fact willful disruption of any City Council Meeting, he/she may order the disrupting parties out of the room and subsequently conduct the City’s business without them present.

**Americans with Disabilities Act:**

In compliance with the ADA, if you need special assistance to participate in a city meeting or other services offered by the City, please contact the City Clerk’s office, at (661) 792-3091 ext. 2135. Notification of at least 48 hours prior to the meeting, or time when services are needed, will assist the city staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting or services.

**CALL TO ORDER:** Mayor Sally Tafoya

**ROLL CALL:**

Mayor, Sally Tafoya  
Mayor Pro Tem, María T. Pérez  
Council Member/Board Member, Saul Ayon  
Council Member/Board Member, Ricardo Cano  
Council Member/ Board Member, Amador Ayon

## INVOCATION

## PLEDGE OF ALLEGIANCE


**PUBLIC COMMENT:** The public may address the Council/Board Member on items, which do not appear on the agenda. Council/Board Members may respond briefly to statements made or questions posed. They may ask a question for clarification; may refer the item to staff for further study or for placement on a future agenda. **Speakers are limited to two minutes for each person. Please state your name and address for the record prior to making a presentation. Fifteen minutes total will be allowed for any one subject.**

## ADMINISTRATIVE AGENDA

1. Report, Discuss and Possibly Approve **Resolution No. 2022-0014**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING JOB DESCRIPTIONS FOR ACCOUNTS PAYABLE CLERK AND ACCOUNTS RECEIVABLE CLERK IN THE FINANCE DEPARTMENT.

## ADJOURNMENT

This is to certify this agenda was posted at McFarland City Hall on **March 15, 2022.**

  
Francisca Alvarado, City Clerk

  
Peter Cosentini, Assistant City Manager

  
Kenneth Williams, City Manager/ Chief of Police

Next Meeting: Regular City Council **March 24, 2022**

**The City of McFarland does not discriminate based on disability and complies with the provisions of the Americans with Disabilities Act (ADA). If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (661) 792-3091 at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.**

**CITY OF MCFARLAND**

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS  
**FROM:** Marilyn Garza, Human Resources Director  
**DATE:** March 16, 2022  
**SUBJECT:** Finance Department Staffing

**Discussion:**

Through fiscal budget analysis and job classifications review, staff concluded that the creation of two job positions and job descriptions is necessary for the finance department to function properly. These two positions are: Accounts Receivable and Accounts Payable.

Staff has created proposed job descriptions and duties that will be assigned to the two positions. Staff will pursue filling these positions within this year's fiscal budget as recently approved by council at the last council meeting on March 3, 2022.

Staff recommends the Council approve the job descriptions and direct Staff to fill the positions promptly.

**Fiscal Impact:**

The hourly rate for the accounts receivable and payable positions are both \$16.79 - \$21.49 (14 Step A-F). The total annual cost of a permanent full-time accounts payable and a permanent full-time receivable clerk totals a combined \$69,102.00 - \$80,604.00 (salary and benefits).

**Recommendation:**

It is recommended that the City Council approve the job descriptions for Accounts Payable Clerk and Accounts Receivable Clerk attached to Resolution No 2022-0014.

**Attachments:**

Resolution No. 2022-0014  
Accounts Payable Job Description  
Accounts Receivable Job Description



401 W. Kern  
Avenue  
McFarland, CA  
93250  
661-792-3091 Office  
661-792-3093 Fax

---

**CITY OF MCFARLAND  
FINANCE DEPARTMENT  
ACCOUNTS RECEIVABLE CLERK**

**HOURLY: \$16.79-\$21.49 Bi-weekly**

**SALARY: \$1,434.20-\$1,719.20 Bi-weekly**

**OPENING DATE: 03/25/2022**

**CLOSING: UNTIL FILLED**

**POSITION SUMMARY:**

The fundamental reason this classification exists is to provide a variety of routine to difficult financial, statistical, and accounting office support for assigned accounting functions; may perform general office support duties.

**CLASS CHARACTERISTICS:**

Under general supervision provides a variety of routine to difficult financial, statistical, and accounting office support for assigned accounting functions; may perform general office support duties, including typing and record keeping; performs related work as assigned.

**ESSENTIAL RESPONSIBILITIES:**

The accounts receivable clerk is responsible for the following duties:

- The City receives revenue from a variety of sources. This position is responsible for ensuring that all funds received are placed in the appropriate fund or account.
- Ensures proper authorization is received related to various funds, and compliance with City policies and procedures are followed.
- Answers factual questions regarding City policies and ordinances.
- Maintains accounting and financial and statistical records and prepares periodic or special report;
- Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone;
- Enters and retrieves data from an online or personal computer system; may use such technology to produce standard reports.

- Provides office support to other Finance divisions in a relief or training capacity; and
- Performs other or related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Financial record keeping and bookkeeping practices and procedures; Basic auditing principles and practices; The specific functional area to which assigned (i.e., accounts receivable); Office practices and procedures, including filing and the operation of standard office equipment; Correct business English usage and the standard format for typed materials; Business arithmetic as applied to accounting and auditing office support functions; Basic business data processing principles and the use of word processing equipment.

**Skilled in** – Preparing, maintaining and reconciling various financial, accounting, statistical and numerical records; Performing detailed accounting clerical work accurately; Organizing and maintaining office files; Making accurate arithmetic calculations; Using initiative and sound independent judgment within established guidelines; Operating standard office equipment, including a calculator, word processor and centralized telephone equipment; Prioritizing work, coordinating several activities and meeting critical deadlines; Establishing and maintaining effective working relationships with those contacted in the course of the work, including the general public; Understanding and carrying out oral and written directions.

**Ability to** - Understand and interpret principles, laws, and procedures involved in financial record keeping and accounting functions; Plan and organize work to meet deadlines on a timely basis; Type or use word processing to produce clear, clean, accurate documents in a timely manner; Remain tactful, courteous and patient when dealing with the public; Follow oral and written instructions; Learn to operate a computer terminal for data input, inquiry, and report generation; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective relationships with those contacted in the course of work; Maintain regular and reliable level of attendance.

**Licenses and Certificates** – Possession of or ability to obtain a valid California Driver's License may be required.

**Physical Abilities and Work Environment** – While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms, May be expected to lift and move containers weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Other** – Bilingual fluency in English and Spanish is desirable.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and the required abilities is:

**Experience** – Two years of bookkeeping, accounting or financial clerical or office assistant experience.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California and an Associate Degree (AA) in accounting or business.

### **The City of McFarland offers an excellent benefit package including:**

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1 yr. base salary with a minimum of \$50,000
- Retirement - Deferred Compensation 401(k)-The City of McFarland contributes an additional 10% of an employee's pay each pay period into 401(k) plan, at no cost to the employee.
- Supplemental life insurance (Optional)
- American Fidelity Insurance (Optional)
- Section 125 plan participation
- 12 vacation days, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay

### **APPLICATION:**

To apply, please complete and application online at [www.mcfarlandcity.org](http://www.mcfarlandcity.org) and email to Human Resources Director, Marilyn Garza at [mgarza@mcfarlandcity.org](mailto:mgarza@mcfarlandcity.org). **Resumes will not be accepted in lieu of a city employment application.**

**EQUAL OPPORTUNITY EMPLOYER:** The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.



401 W. Kern  
Avenue  
McFarland, CA  
93250  
661-792-3091 Office  
661-792-3093 Fax

---

**CITY OF MCFARLAND  
FINANCE DEPARTMENT  
ACCOUNTS PAYABLE (AP) CLERK**

**HOURLY: \$16.79-\$21.49 Bi-weekly**

**SALARY: \$1,434.20-\$1,719.20 Bi-weekly**

**OPENING DATE: 03/25/2022**

**CLOSING: UNTIL FILLED**

**POSITION SUMMARY:**

The fundamental reason this classification exists is to plan, coordinate, and schedule the work of the City's accounts payable. The Accounts Payable Clerk performs complex paraprofessional accounting work in the implementation of a centralized accounts payable processing system; performs related bookkeeping and accounting duties. Under general supervision, the accounts payable clerk participates in recordkeeping activities relating to accounts payable.

**CLASS CHARACTERISTICS:**

This is a journey-level classification for clerical accounting employees who are required to have financial recordkeeping skills. Employees in this class normally perform a group of related duties according to established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained before work is started. The Accounts Payable Clerk is required to exercise independent judgment and initiative in completing complex and sensitive accounting work for the City's account's payable function. Exercise discretion and tact in processing documents and handling confidential and/or sensitive information.

**ESSENTIAL RESPONSIBILITIES:**

The accounts receivable clerk is responsible for the following duties:

- Prepares and submits accounting information for data processing; reconciles any differences between accounting records and data processing reports; requests reports and end-of-year printouts from data processing; provides data on monies due, collected, and delinquent for accounting information and annual auditors' reports; answers questions and advises on procedures in preparing accounting transactions.

- Ensures that all accounts payable entries and adjustments are entered properly into the City's computerized system.
- Identifies and resolves problems and inconsistencies; determines corrective entries involved in maintaining accounting controls; examines, reconciles, balances, and adjusts accounting records; coordinates accounting activities with other City departments.
- Participates in and may supervise the preparation of a variety of State, Federal, and local claims, statements, and reports from various sources.
- Receives and processes payments and verifies accuracy of bills and payments, including researching minor discrepancies. Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.
- Prepares bills for check writing and input to data processing. Provides information to vendors regarding invoices and purchase orders.
- Inputs information into a computer system or manually prepares forms to produce warrants.
- Inputs and reviews statistical reports; works with various reports, registers, and journals.
- Exercise discretion and tact in processing documents and information of a confidential or sensitive nature in Accounts Payable.
- Performs related duties as required.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Principles and practices of financial record keeping and accounting; basic principles of accounts payable; computers and computer software including spreadsheets, databases, and word processing; modern office procedures and equipment; effective customer service; clerical accounting methods, forms, and techniques. Processing of invoices and purchase orders and ability to understand, interpret and apply purchasing policies and procedures.

**Skilled in** – Financial recordkeeping practices and techniques; statistical report preparation; research methods; customer account reconciliation.

**Ability to** - Understand and interpret the principles, laws, and procedures involved in financial record keeping and accounting functions; prepare financial reports and maintain on-line ledgers and journals; analyze data and draw logical conclusions; multi-task, problem solve, and prioritize work; key data into spreadsheets, databases, on-line ledgers and journals quickly and accurately; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with others; communicate effectively in written and oral form; follow oral and written



directions; develop and maintain effective working relationships; operate regular office equipment, including calculator and minicomputer.

**Licenses and Certificates** – A valid California Driver’s License and a driving record acceptable to the City’s insurance company.

**Physical Abilities and Work Environment** – Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling. Occasional lifting of objects up to 25 pounds. Must be able to perform repetitive motion and fine manipulation tasks for long intervals of time. Must be able to sit or stand for long periods of time. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Other** – Bilingual fluency in English and Spanish is preferred.

### **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – two years of experience performing financial and statistical record keeping including one year at the paraprofessional level maintaining accounts payable, purchasing, or processing records.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California and an Associate Degree (AA) in accounting or business.

### **The City of McFarland offers an excellent benefit package including:**

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1 yr. base salary with a minimum of \$50,000
- Retirement - Deferred Compensation 401(k)-The City of McFarland contributes an additional 10% of an employee’s pay each pay period into 401(k) plan, at no cost to the employee.
- Supplemental life insurance (Optional)
- American Fidelity Insurance (Optional)
- Section 125 plan participation
- 12 vacation days, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay

### **APPLICATION:**

To apply, please complete and application online at [www.mcfarlandcity.org](http://www.mcfarlandcity.org) and email to Human Resources Director, Marilyn Garza at [mgarza@mcfarlandcity.org](mailto:mgarza@mcfarlandcity.org). **Resumes will not be accepted in lieu of a city employment application.**

**EQUAL OPPORTUNITY EMPLOYER:** The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for

special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.

**RESOLUTION NO. 2022-0014**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND APPROVING  
JOB DESCRIPTIONS FOR ACCOUNTS PAYABLE CLERK AND ACCOUNTS  
RECEIVABLE CLERK IN THE FINANCE DEPARTMENT**

**WHEREAS**, the City Council of the City of McFarland has approved a fiscal year budget for 2021/2022; and

**WHEREAS**, the City Council believes it is necessary to increase the staffing in the finance department with the addition of a fulltime permanent accounts payable position and a fulltime permanent accounts receivable position for the proper functioning of our financial accounting systems; and

**WHEREAS**, the City Council appropriated funds to the finance department's budget for this fiscal year so as to create and compensate the positions of Accounts Receivable Clerk and Accounts Payable Clerk/

**WHEREAS**, human resource director has created job descriptions for the accounts payable position and accounts receivable position; and

**WHEREAS**, the job descriptions are attached hereto as Exhibit "A."

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of McFarland that it hereby finds and determines as follows:

- 1) The foregoing recitals are true and correct and incorporated herein as if set forth in full.
- 2) The City Manager is hereby authorized and directed to utilize the job descriptions attached hereto as Exhibit "A" for Accounts Receivable Clerk and Accounts Payable Clerk within the Finance Department.
- 3) The City Manager is hereby directed to fill the positions of Accounts Receivable Clerk and Accounts Payable Clerk within the Finance Department.
- 4) The City Clerk shall certify to the passage and adoption of this Resolution.
- 5) This Resolution is effective immediately.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of McFarland on the 16<sup>th</sup> day of March 2022 by the following vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Francisca Alvarado, City Clerk

CITY OF MCFARLAND:

\_\_\_\_\_  
Sally Tafoya, Mayor

I, \_\_\_\_\_, City Clerk of the City of McFarland, California, DO HEREBY CERTIFY that the foregoing resolution is a true and accurate copy of the Resolution passed and adopted by the City Council of the City of McFarland on the date and by the vote indicated herein.

\_\_\_\_\_  
Francisca Alvarado, City Clerk

**Exhibit A**



401 W. Kern Avenue  
McFarland, CA 93250

661-792-3091 Office

661-792-3093 Fax

---

**CITY OF MCFARLAND**

**FINANCE DEPARTMENT**

**ACCOUNTS RECEIVABLE CLERK**

**HOURLY: \$16.79-\$21.49 Bi-weekly**

**SALARY: \$1,434.20-\$1,719.20 Bi-weekly**

**OPENING DATE: 03/25/2022**

**CLOSING: UNTIL FILLED**

**POSITION SUMMARY:**

The fundamental reason this classification exists is to provide a variety of routine to difficult financial, statistical, and accounting office support for assigned accounting functions; may perform general office support duties.

**CLASS CHARACTERISTICS:**

Under general supervision provides a variety of routine to difficult financial, statistical, and accounting office support for assigned accounting functions; may perform general office support duties, including typing and record keeping; performs related work as assigned.

**ESSENTIAL RESPONSIBILITIES:**

Receives revenue from a variety of sources and is responsible to make sure that all funds received are placed in the appropriate fund or account. Ensure proper authorization and compliance with City policies and procedures. Answers factual questions regarding City policies and ordinances. Maintains accounting and financial and statistical records and prepares periodic or special report. Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone.

Enters and retrieves data from an online or personal computer system; may use such technology to produce standard reports.

Provides office support to other Finance divisions in a relief or training capacity

Performs other or related duties as assigned

**MINIMUM QUALIFICATIONS:**

**Knowledge of** – Financial record keeping and bookkeeping practices and procedures; Basic auditing principles and practices; The specific functional area to which assigned (i.e., accounts receivable); Office practices and procedures, including filing and the operation of standard office equipment; Correct business English usage and the standard format for typed materials; Business arithmetic as applied to accounting and auditing office support functions; Basic business data processing principles and the use of word processing equipment.

**Skilled in** – Preparing, maintaining and reconciling various financial, accounting, statistical and numerical records; Performing detailed accounting clerical work accurately; Organizing and maintaining office files; Making accurate arithmetic calculations; Using initiative and sound independent judgment within established guidelines; Operating standard office equipment, including a calculator, word processor and centralized telephone equipment; Prioritizing work, coordinating several activities and meeting critical deadlines; Establishing and maintaining effective working relationships with those contacted in the course of the work, including the general public; Understanding and carrying out oral and written directions.

**Ability to** - Understand and interpret principles, laws, and procedures involved in financial record keeping and accounting functions; Plan and organize work to meet deadlines on a timely basis; Type or use word processing to produce clear, clean, accurate documents in a timely manner; Remain tactful, courteous and patient when dealing with the public; Follow oral and written instructions; Learn to operate a computer terminal for data input, inquiry, and report generation; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective relationships with those contacted in the course of work; Maintain regular and reliable level of attendance.

**Licenses and Certificates** –. Possession of or ability to obtain a valid California Driver’s License may be required.

**Physical Abilities and Work Environment** – While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms, May be expected to lift and move containers weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Other** – Bilingual fluency in English and Spanish is desirable.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Two years of bookkeeping, accounting or financial clerical or office assistant experience.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California and an Associate Degree (AA) in accounting or business.

The City of McFarland offers an excellent benefit package including:

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1 yr. base salary with a minimum of \$50,000
- Retirement - Deferred Compensation 401(k)-The City of McFarland contributes an additional 10% of an employee's pay each pay period into 401(k) plan, at no cost to the employee.
- Supplemental life insurance (Optional)
- American Fidelity Insurance (Optional)
- Section 125 plan participation
- 12 vacation days, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay

## **APPLICATION:**

To apply, please complete and application online at [www.mcfarlandcity.org](http://www.mcfarlandcity.org) and email to Human Resources Director, Marilyn Garza at [mgarza@mcfarlandcity.org](mailto:mgarza@mcfarlandcity.org). **Resumes will not be accepted in lieu of a city employment application.**

**EQUAL OPPORTUNITY EMPLOYER:** The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.



401 W. Kern Avenue  
McFarland, CA 93250

661-792-3091 Office

661-792-3093 Fax

---

**CITY OF MCFARLAND  
FINANCE DEPARTMENT  
ACCOUNTS PAYABLE (AP) CLERK**

**HOURLY: \$16.79-\$21.49 Bi-weekly**

**SALARY: \$1,434.20-\$1,719.20 Bi-weekly**

**OPENING DATE: 03/25/2022**

**CLOSING: UNTIL FILLED**

**POSITION SUMMARY:**

The fundamental reason this classification exists is to plan, coordinate, and schedule the work of the City's accounts payable. The Accounts Payable Clerk performs complex paraprofessional accounting work in the implementation of a centralized accounts payable processing system; performs related bookkeeping and accounting duties. Under general supervision, participates in recordkeeping activities relating to accounts payable.

**CLASS CHARACTERISTICS:**

This is a journey-level classification for clerical accounting employees who are required to have financial recordkeeping skills. Employees in this class normally perform a group of related duties according to established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained before work is started. The Accounts Payable Clerk is required to exercise independent judgment and initiative in completing complex and sensitive accounting work for the City's accounts payable function. Exercise discretion and tact in processing documents and handling confidential and/or sensitive information.

**ESSENTIAL RESPONSIBILITIES:**

Prepares and submits accounting information for data processing; reconciles any differences between accounting records and data processing reports; requests reports and end-of-year printouts from data processing; provides data on monies due, collected, and delinquent for accounting information and annual auditors' reports; answers questions and advises on procedures in preparing accounting transactions.



Ensures that all accounts payable entries and adjustments are entered properly into the City's computerized system.

Identifies and resolves problems and inconsistencies; determines corrective entries involved in maintaining accounting controls; examines, reconciles, balances, and adjusts accounting records; coordinates accounting activities with other City departments.

Participates in and may supervise the preparation of a variety of State, Federal, and local claims, statements, and reports from various sources.

Receives and processes payments and verifies accuracy of bills and payments, including researching minor discrepancies. Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.

Prepares bills for check writing and input to data processing. Provides information to vendors regarding invoices and purchase orders.

Inputs information into a computer system or manually prepares forms to produce warrants.

Inputs and reviews statistical reports; works with various reports, registers, and journals.

Exercise discretion and tact in processing documents and information of a confidential or sensitive nature in Accounts Payable.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge of** – Principles and practices of financial record keeping and accounting; basic principles of accounts payable; computers and computer software including spreadsheets, databases, and word processing; modern office procedures and equipment; effective customer service; clerical accounting methods, forms, and techniques. Processing of invoices and purchase orders and ability to understand, interpret and apply purchasing policies and procedures.

**Skilled in** – Financial recordkeeping practices and techniques; statistical report preparation; research methods; customer account reconciliation.

**Ability to** - Understand and interpret the principles, laws, and procedures involved in financial record keeping and accounting functions; prepare financial reports and maintain on-line ledgers and journals; analyze data and draw logical conclusions; multi-task, problem solve, and prioritize work; key data into spreadsheets, databases, on-line ledgers and journals quickly and accurately; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with others; communicate effectively in written and oral form; follow oral and written directions; develop and maintain effective working relationships; operate regular office equipment, including calculator and minicomputer.

**Licenses and Certificates** – A valid California Driver's License and a driving record acceptable to the City's insurance company.

**Physical Abilities and Work Environment** – Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling. Occasional lifting of objects up to 25 pounds. Must be able to perform repetitive motion and fine manipulation tasks for long intervals of time. Must be able to sit or stand for long periods of time. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Other** – Bilingual fluency in English and Spanish is preferred.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – two years of experience performing financial and statistical record keeping including one year at the paraprofessional level maintaining accounts payable, purchasing, or processing records.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California and an Associate Degree (AA) in accounting or business.

The City of McFarland offers an excellent benefit package including:

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1 yr. base salary with a minimum of \$50,000
- Retirement - Deferred Compensation 401(k)-The City of McFarland contributes an additional 10% of an employee's pay each pay period into 401(k) plan, at no cost to the employee.
- Supplemental life insurance (Optional)
- American Fidelity Insurance (Optional)
- Section 125 plan participation
- 12 vacation days, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay

**APPLICATION:**

To apply, please complete and application online at [www.mcfarlandcity.org](http://www.mcfarlandcity.org) and email to Human Resources Director, Marilyn Garza at [mgarza@mcfarlandcity.org](mailto:mgarza@mcfarlandcity.org). **Resumes will not be accepted in lieu of a city employment application.**

**EQUAL OPPORTUNITY EMPLOYER:** The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.