

Accounting Assistant – Bilingual
Department of Finance
\$3,682 - \$4,357*/Month
***5% provided for bilingual skills**
Marin County, San Rafael, CA

The Marin County Human Resources Department and the Marin County Department of Finance are announcing a recruitment for the position of Accounting Assistant Bilingual (Spanish/English). One full-time vacancy currently exists in the Department of Finance.

Under the direction of the Division Chief, the Accounting Assistant performs in a myriad of fiscal areas: accounting, revenue billing and collection, accounts receivable, accounts payable, payroll, statistical and other financial, fiscal and/or budgetary office support in a centralized or departmental setting. This entry-level accounting/financial support position also processes, records, reviews and reconciles a variety of financial transactions and prepares forms and documentations necessary to support the activities of the Division.

The ideal candidate is organized, dependable, flexible, accurate and able to work both independently and with a professional team. The ideal candidate would be an excellent written and verbal communicator, proficient in both the English and Spanish languages. The ideal candidate would have at least one year of direct experience in customer service and would be able to demonstrate tact and diplomacy when dealing with the public and other departmental personnel. Additionally, the ideal candidate would have the ability to clearly articulate and document appropriate accounting procedures and would have at least one year of experience in governmental accounting practices or similarly regulated environment in the private sector. The ideal candidate has experience working with financial accounting, customer account maintenance and statistical reporting systems.

MINIMUM QUALIFICATIONS: Two years of experience in preparing, processing and maintaining accounting documents and records which provides the required knowledge and skills listed. Education or professional training that is directly related to the knowledge and skills requirements may substitute for up to one year of the experience requirement.

SPECIAL REQUIREMENTS: Bilingual skills (Spanish/English) are required for this position. This position requires that the candidate successfully pass a background investigation.

BILINGUAL CERTIFICATION: This position is a bilingual position and the successful candidate must demonstrate proficiency in both Spanish and English prior to receiving differential pay. A bilingual proficiency exam will be administered to ensure the candidate possesses the appropriate skill level to meet the requirements.

Filing Deadline: Open and continuous filing period. Resumes are not accepted in lieu of County application and supplemental application form. Apply online at: www.marincounty.org/Jobs or contact Marin County HR Dept, Rm 415, 3501 Civic Center Dr., San Rafael, CA 94903 or call (415) 473-6104. EEO/TTY