



SENIOR ACCOUNTANT

SALARY RANGE
\$54,246.40 to \$69,222.40 Annually
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for a Senior Accountant to perform complex professional accounting duties for the Fiscal Services Division of SBCERA.

Background:

The San Bernardino County Employees' Retirement Association ("SBCERA") is a California public pension plan that manages benefits and pension assets for over 30,000 members and beneficiaries.

Responsibilities:

- ❖ Prepares or verifies a variety of complex accounting, statistical and narrative statements and reports requiring extensive analysis and interpretation of data including investment manager reports, audited financial statements and other source documents.
- ❖ Gathers, analyzes and evaluates diverse accounting data for use in general ledger and federal/state tax reporting.
- ❖ Maintains general ledger accounts including the establishment of new accounts, modifications of existing accounts and the closing of unnecessary accounts.
- ❖ Effectively communicates with external auditors to ensure requested audit documentation is adequately explained and supported to ensure success of the audit.
- ❖ Performs various daily/monthly/quarterly account reconciliations.
- ❖ Overall responsibility for federal and state tax reporting, including reconciliation and preparation of 1099-R's and 1099-M's, annual federal tax withholding reporting on 945 form, quarterly/annual state tax withholding reporting on DE-6 and DE-7 forms and the reconciliation/adjustment/preparation of manual 1099-R forms as necessary.
- ❖ Reviews, researches and resolves federal and state tax letters received by SBCERA from tax reporting entities. Prepares letters of explanation, request for abatement of penalties and appeals, including continuous follow-up to ensure a satisfactory outcome.
- ❖ Prepares miscellaneous tax forms per requests received by investment managers, custodian banks and others.
- ❖ Provides management with recommendations and fiscal interpretation of provisions contained within the 1937 Act as necessary.
- ❖ Performs cash flow analysis to determine operating cash needs for retiree payroll, administrative expenses and investment management fees. Prepares requests for transfer to ensure cash requirements are maintained in the appropriate cash accounts.

- ❖ Coordinates and performs calculations to ensure compliance with Internal Revenue Code 415(b), includes initial calculations, tracking, communication with retirees and required payroll adjustments.
- ❖ Provides customer service to external customers through written and voice communications with participating employers, active members and retirees/beneficiaries regarding payroll, tax reporting and employee/employer contribution questions.
- ❖ Reviews more difficult transactions and calculations performed by other Accountants and Accounting Technicians.
- ❖ Provides vacation and temporary relief as required.
- ❖ Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education:

- 1) Bachelor's degree with a concentration in Accounting OR other field with 30 semester (45 quarter) units of completed college coursework in Accounting or a related field. Half of the units must be upper division (Attach a copy of degree or transcripts).
OR—
- 2) An active California Certified Public Accountant (CPA) license (Attach a copy of the certificate).

Experience:

In addition to the education requirements, two years of professional-level accounting experience.

Highly Desirable:

Professional designation such as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Public Finance Officer (CPFO), and/or Certified Government Financial Manager (CGFM) is highly desired.

Note:

Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

APPLICATION PROCESS:

Application must be made by submitting a completed SBCERA Application form and the required Supplemental Questionnaire for Senior Accountant. Resumes will not be accepted in lieu of the application and questionnaire. The information you provide will be used to verify and evaluate your job qualifications. Failure to complete the application/questionnaire and/or to provide information on it that clearly demonstrates possession of the requirements listed above will result in elimination from the examination process. The SBCERA Employment Application

and Supplemental Questionnaire are available at www.SBCERA.org or you may call Virginia Leon-Garcia at 909-885-7980 ext. 348 to have the forms mailed to you.

The application closing date is Friday, October 29, at 5:00 p.m.

Submit applications to:

SBCERA

Attn: Virginia Leon-Garcia, Fiscal Services Executive Secretary

348 W. Hospitality Lane, 3rd Floor

San Bernardino, CA 92415-0014

There will be a competitive evaluation of qualifications based on a review of the application and supplemental questionnaire. Applicants must clearly describe their experience in the areas designated on the supplemental questionnaire. Those who demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Executive Director may specify the number of eligible candidates to be qualified in the examination or any part thereof.

EMPLOYMENT PROCESS:

Application Deadline:

Applications must be received by SBCERA by 5:00 p.m. on the date indicated on this announcement.

Examination:

The exam process may include, but is not limited to, the application, supplemental questionnaire, appraisal interview, post-certification interview and reference and background checks.

Eligible List:

A list of qualified candidates will be established in rank order of scores obtained during the examination process. Referrals to vacant positions will be made with those achieving higher scores referred prior to those with lower scores. Candidates' names will remain on eligible lists for a period of one (1) year unless otherwise determined by the Executive Director.

Background Investigation:

Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

Reference Check:

Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a credit report, copies of certificates, licenses, diplomas, and course transcripts.

Medical Examination:

Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

Disclosure: This is an at-will position.