

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley

Lake, Benton and Chalfant, June Lake, Lee Vining and Mono City.

Rat Race? Graveyard Shift? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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***BENEFITS:** Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

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### TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

OR

[hr@mono.ca.gov](mailto:hr@mono.ca.gov)

*SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands 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. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



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### INVITES APPLICATIONS FOR

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**Fiscal Technical Specialist  
(FTS) II/III/IV**

**Finance Department  
Bridgeport, CA**

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**FINAL FILING DATE:**  
*Open until filled.*  
**FIRST APPLICATION REVIEW**  
**02/20/2018**

**SALARY:**  
**FTS II: Range 55 \$19.26/hr - \$23.41/hr**  
**FTS III: Range 59 \$21.26/hr - \$25.84/hr**  
**FTS IV: Range 63 \$23.46/hr - \$28.52/hr**

*Equal Employment Opportunity Employer*

## THE POSITION

Under general supervision, performs a variety of the most complex, specialized account, statistical, document processing, and technical record keeping and support work in the Finance Department; assists in accounts payable processing, journal entry processing; processes property tax roll changes; completes and files a variety of County and State reports; assists in auditing and budgeting functions; analyze fiscal records and financial transactions; learn County fiscal policies and procedures; assists County departments and the public with accuracy and completeness of reporting and information; assists others with department procedures and requirements; and to do related work as required.

### Typical tasks may include, but are not limited to:

- Perform accounting and bookkeeping operations unique to the division or department assigned; processes accounts payable, creates journal entries, prepares reports, and reconciles with general ledger.
- Prepare and process deposits.
- Assist in reconciliation of County funds and bank accounts.
- Serve as backup for other positions within the department.
- Review, audit, and process tax roll changes.
- Gather data and prepare reports for various County and State reporting requirements.
- Audit financial reports for accuracy.
- Provide accounting and financial support to County departments and the public.

### Knowledge of:

- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the Finance Department.
- Policies, laws, rules, and regulations impacting the financial operations, transactions, and functions of the Finance Department.
- General accounting theory, principles, and practices and their application to a variety of accounting transactions of the County.
- Auditing theory, principles, and techniques and their application to government finance.
- Principles of account classification.
- General cash handling procedures.
- Correct English usage, spelling, grammar, and punctuation.

- Good public relations techniques.

### Ability to:

- Perform a variety of the most complex specialized financial, statistical, and accounting work.
- Proficiently use a variety of spreadsheet, word processing, and data base software.
- Accurately maintain and update a variety of records and information systems.
- Prepare a variety of financial reports and statements.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

## QUALIFICATIONS

### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### FTS II

- One (1) year of work experience in performing financial and statistical work at a level comparable to FTS I with Mono County.

#### FTS III/IV

- Two (2) years of work experience in performing financial and statistical work at a level comparable to FTS II/III with Mono County.

**Special Requirements:** Possession of, or ability to obtain, a valid California driver's license.

**Physical Requirements & Working Conditions:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

## THE EXAM PROCESS

The process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview and written examination including an Excel test. If a large number of applications are received for this recruitment, *only the most qualified* applicants will be invited to participate in the examination process.

### **Final Filing Date:**

**Open until filled.**

**First application review: 02/20/2018**

### **Pre-Employment:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam and criminal background investigation.

**Note:** The position job description is available on the County website. [www.monocounty.ca.gov](http://www.monocounty.ca.gov)