



City of Lemon Grove

Invites Applications for:

ACCOUNTING ANALYST OR ASSOCIATE ACCOUNTANT

Accounting Analyst: \$5,353.92 - \$8,723.52 per month

Associate Accountant: \$4,659.72 - \$7,592.52 per month

THE POSITION(S):

The City of Lemon Grove is currently accepting applications for the position of **Accounting Analyst or Associate Accountant**. There is currently one (1) vacancy within the Finance Department and the position may be filled at either level.

Under general supervision, an ***Accounting Analyst*** performs responsible accounting and auditing work, bank reconciliations, balance sheet reconciliations, budget analysis and maintains a complete set of financial records; and oversees accounts payable process.

Under general supervision, an ***Associate Accountant*** performs responsible accounting and auditing work, including payroll, accounts payable, and accounts receivable; and maintains a complete set of financial records.

Primary duties and responsibilities include, but are not limited to:

- Performing responsible activities of the Finance Department including general accounting, accounts payable, accounts receivable, cash receipts, payroll, purchasing, fixed assets, and employee benefits reconciliations.
- Receiving, auditing, and processing timesheets from each department; preparing and processing payroll; reconciling liability payroll accounts to the general ledger.
- Preparing reports related to the City's payroll, including quarterly State and Federal tax reports; annual State and Federal tax reports and W-2 statements.
- Processing warrants; preparing annual 1099 statements; and preparing miscellaneous County, State and Federal reports.
- Providing responsible staff assistance to the Finance Director.
- Overseeing accounts payable process.
- Responding to inquiries and resolving issues regarding, payroll, general ledger, accounts payable, cash receipting, and other accounting functions.
- Monitoring daily cash flow; identifying and recommending required cash transfers to maintain

proper cash balances.

- Providing back up support for business license, pet license, regulatory permit processing, and traffic citation processing.
- Reviewing and reconciling bank statements; reconciling asset and liability accounts.
- Performing general clerical duties as needed including data input, typing filing and record keeping.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

Both positions require a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration or a closely related field.

The Associate Accountant position requires two (2) years of progressively responsible accounting experience, preferably within a municipal or government setting.

The Accounting Analyst position requires five (5) years of progressively responsible accounting experience, preferably in a municipal or government environment.

A valid Class C California driver's license is required.

The ideal candidate will demonstrate sound judgment, effectively prioritize daily responsibilities, and produce clear and concise administrative and financial reports. Additionally, he/she must maintain strict confidentiality at all times.

COMPENSATION & BENEFITS:

- **Accounting Analyst: \$64,247.04 - \$104,682.24 per year, DOQ;**
- **Associate Accountant: \$55,916.64 - \$91,110.24 per year, DOQ;**
- 4-Day work-week/9 hours per day (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Thirteen (13) holidays, plus two (2) floating holidays per year;
- Twelve (12) sick days per year;
- Cell Phone Allowance: \$35 per month;
- Twenty five (25) hours of Executive Leave at the start of each fiscal year;
- Long Term Disability (LTD) – after 90 days of disability, the LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security. Both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The monthly Cafeteria Plan Allowance will be based on the selected level of coverage as follows: Employee Only: \$880; Employee + 1: \$1,520; or Employee + Family: \$1,840.; and
- Other Benefits – 457 deferred compensation plan (voluntary). Employee Assistance Program (EAP) and direct deposit are also available.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Thursday, April 30, 2026. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or panel oral interviews to be held in the City of Lemon Grove.

A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

Revised: 04/8/26

The City of Lemon Grove is an EEO/AA/ADA employer.
The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.