

San Joaquin County Employment Opportunity

Accountant II

San Joaquin Health Centers

About the Position

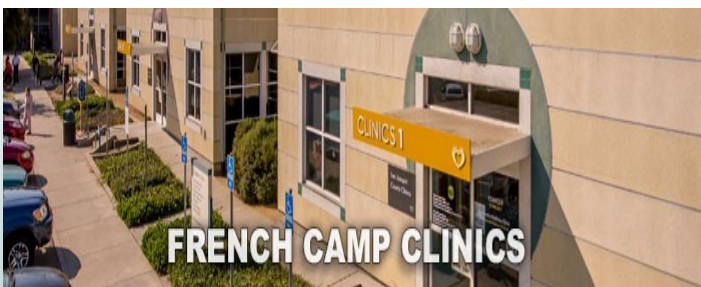
The Accountant II reports to the FQHC Controller and participates in annual Single Audit, Independent Financial Audit, Uniform Data System report, Prospective Payment System reconciliation, and other required reporting. As we are a Federally Qualified Health Center Look-A-Like (FQHC-LAL) Organization, the incumbent must have expertise in government audits and accounting procedures that continue to qualify with FQHC regulations. They are responsible for day-to-day accounting responsibilities which include designing and maintaining accounting information systems to produce timely and relevant financial data for internal decision-making and for meeting funding agency, regulatory and other external requirements.

The Ideal Candidate

The candidate will have experience performing non-profit Independent financial, Single Audit, and grant funder audits and conducting accounting procedures in a FQHC environment governed by FQHC regulations. Additionally, a solid working knowledge of financial statements, financial analysis, and general ledger computer systems as required by FQHC and other government agencies is essential to the financial operations of SJ Health Centers.

About the Department

SJHC operates six FQHC-LAL clinics in SJC serving over 30,000 patients in the greater Stockton area. These services are located in Stockton and French Camp serving primary care needs including OB/GYN, Pediatric and Adolescent, Family and Primary Medicine clinics.



Recruitment Announcement
1122-RB4002-SR

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

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Typical Duties

- Participates in annual Single Audit, Independent Financial Audit, UDS reports, PPS reconciliation, and other required reporting within a FQHC.
- Participates in reviewing and auditing the work of SJHC Finance department; oversees the work of assigned lower level professional and technical/clerical accounting staff; answers questions from staff.
- Performs audits as assigned; discusses problems found in audits with supervisor, appropriate department heads, or department administrative staff.
- Establishes and maintains general and subsidiary accounts and related ledgers including revenue and disbursement; maintains records of encumbrances of funds; balances, verifies and reconciles accounts, ledgers, and other financial or fiscal records.
- Reviews and approves the work of assigned staff processing invoices, contracts, purchase orders, journal entries, service & stores transfers, and other fiscal documents to ensure that proper cost centers and expense lines are being used and are in accordance with departmental budget; approves requisitions for direct purchases and determines the most efficient method for purchasing.
- Responds to outside vendors regarding unpaid invoices; responds to department managers or purchasing department on requisitions that are in process of being ordered.
- Gathers information for and prepares various accounting and fiscal records, reports, and claims including those concerning accrued and planned expenditures, participant related obligations, carry forward, claims, financial reporting procedures, and related items for internal use, for use by the particular department involved, or for use by another County agency such as the County Administrator's Office.
- Reconciles bank statements and County expenditure budget reports.
- Acts for superior as assigned; performs tasks necessary to meet deadline requirements of the department.

- Provides up-to-date detailed cost accounting information for a County department to be used for budgeting and cost control purposes by that department, federal or state agencies, or the CAO; performs analysis of expenditure lines versus budgeted amount at the departmental level or cost center level.

Minimum Qualifications

Note: The following special requirements were approved by the Director of Human Resources on November 15, 2021.

EITHER PATTERN I

Experience: One year experience as an Accountant I in SJC service with one year of experience in a FQHC environment.

OR PATTERN II

Education: Graduation from an accredited four-year college or university with major coursework accounting, business administration, economics, or a closely related field, including at least 12 semester units in accounting.

Experience: 2 years of professional accounting experience within a FQHC.

AND

License: Possession of a valid California driver's license if required by the nature of the assignment.



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Compensation and Benefits

Approximate Annual Base Salary:

\$64,472 - \$78,367

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 457 Deferred Compensation Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year



Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness



Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



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Make San Joaquin County your New Home!

Nestled in California's Central Valley, San Joaquin County is a land of beauty, recreation, and natural riches made up of seven cities and numerous unincorporated areas. Love boating, fishing, and fun in the sun? Adventure awaits on the waters of the Delta and in our beautiful parks. If relaxation is what you are after, then enjoy wine tasting at any number of our award-winning wineries. No matter what your passion, there is so much to love and enjoy about our community!

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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