

ACCOUNTING & TREASURER ASSISTANT

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become an Accounting and Treasurer Assistant to assist with customer service, payments and other department-related administrative functions. The Accounting and Treasurer Assistant performs journey-level paraprofessional functions that require knowledge of accounting techniques, cash handling and investment principles. This position reports to the Director of Administrative Services.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

SanFernando.Gov/Hiring-Now/#Job-Specs

- Performs accounting support and cashiering duties, processes and reconciles financial transactions including utility payments, citations, permits and miscellaneous fees through multiple payment methods.
- Administers banking support by maintaining relationships with banking institutions, resolving transaction issues, assisting with investment portfolio administration and reports.
- Performs administrative and financial support functions including reviewing check runs maintaining warrants for city Council approval, assisting customers at the public counter, and supporting purchasing, invoices, investment portfolios and record-keeping activities.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Basic principles of financial and investment practices, including financial markets, investment vehicles, and the evaluation and management of public funds.
- Public sector financial administration, including applicable laws, regulations, and the operation of municipal financial and customer billing systems.
- Bookkeeping, business communication, correct English usage, accounting and administrative procedures including safety policies.
- Strong professional business communication, customer service skills, use and operations of computers and telephone etiquette.

Ability To:

- Perform cash management analysis to forecast available funds and support City and departmental financial needs.
- Prepare financial and treasury reports using routine calculations and data analysis.
- Represent the City professionally when working with banking institutions, investment professionals, and elected officials.
- Use computers and financial software to manage data, reports and treasury-related functions.
- Communicate effectively and collaborate with others while following City policies, procedures and instructions.

EXPERIENCE & TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- At least three years of progressively responsible experience in treasury and administrative support of investment programs; or an equivalent combination of training and experience are required.
- Experience in a public agency is preferred.

Education:

- Graduation from high school or GED equivalent is required; at least 18 years of age.

Licenses; Special Requirements:

- A valid California Class C Driver's License and ability to maintain insurability is highly desired.
- Ability to understand and speak Spanish is highly desirable.

Physical Demands:

The position requires regular sitting, standing, and walking; frequent use of hands for repetitive tasks; and the ability to communicate effectively. The employee must occasionally lift up to 10 lbs. and have close vision with the ability to adjust focus.

Mental Demands:

This position requires strong communication, analytical and mathematical skills to interpret information and solve problems. The employee must manage multiple tasks, changing deadlines, and interruptions while interacting professionally with coworkers, public and occasionally difficult individuals.

SALARY AND BENEFITS

Monthly Salary: \$4,579 - \$5,780

Annual Salary: \$54,948- \$69,360

RETIREMENT California Public Employees Retirement System (CalPERS), 2%@55 formulas for classic members and 2%@62 for Classic members PEPPRA members. All are integrated with Social Security.

INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

VACATION Ranges from 10 days (80 hours) to 20 days (160 hours) depending on years of service.

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

FLEXIBLE SPENDING ACCOUNT Voluntary program available to help with out-of-pocket healthcare and dependent care expenses.

LONGEVITY PAY SFPEA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% Above base salary for a bachelor's degree and additional 2% for master's degree in related field from an accredited institution.



HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SanFernando.Gov/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@SanFernando.Gov | (818) 898-1221

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

REPOSTED: 4/27/26

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

ACCOUNTING & TREASURER ASSISTANT

MONTHLY SALARY
\$4,579 – \$5,780

ANNUAL SALARY
\$54,948 – \$69,360

PLUS EXCELLENT BENEFITS

FILING DEADLINE

MAY 22, 2026 – 5PM
APPLY IMMEDIATELY