

Compensation

This compensation package currently includes:

Benefits: The City provides Medical, Dental and Vision Insurance for the employee and all qualified dependents. The City also offers a \$50,000 paid life insurance policy for the employee. The additional benefits available at the employee's expense include: voluntary life, accident, critical illness, cancer and short-term disability insurance, in addition to a flexible spending account.

Retirement: San Bernardino County Employees' Retirement Association (reciprocal with CalPERS)—The City currently offers a formula of 2% @ 55 with prior qualifying public service or effective January 1, 2013 a formula of 2.5% @ 67 for new participants.

- Holidays: 96 hours of holiday leave/year
- Vacation: 80 hours/year
- Administrative Leave: 40 hours/year
- Sick: 88 hours/year
- Personal Day: 16 hours/year
- Optional 9/80 Work Schedule

Please submit your completed and signed City application to:

City of Big Bear Lake, Attn: HR
P.O. Box 10000
Big Bear Lake, CA 92315
(909) 866-5831

www.citybigbearlake.com
EMAIL: bblhr@citybigbearlake.com

Incomplete applications will not be processed. Resumes, copies and/or facsimiles will not be accepted in lieu of City application forms.



The Selection Process

Following administrative review of applications, those candidates whose qualifications best match the City's needs will be invited to participate in the selection process, which may include a review of prior work products, written examinations, and a panel interview appraisal. Candidates must pass each phase of the selection process in order to be eligible to continue to the next phase. The position will be filled by selection of a qualified candidate.

All job offers are contingent upon applicant passing a background investigation including a criminal history investigation through the California Department of Justice, background verifications and a job-related pre-employment physical examination.

Employment is contingent upon verification of the eligibility to work in the United States. Immigration law provides that all persons hired after 11/06/1986 are required to present original documents within 3 business days of hiring which show satisfactory proof of identity and US employment eligibility.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, the City will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. The individual with the disability should specify what accommodation he or she needs to perform the job. The City will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee.

CITY OF BIG BEAR LAKE



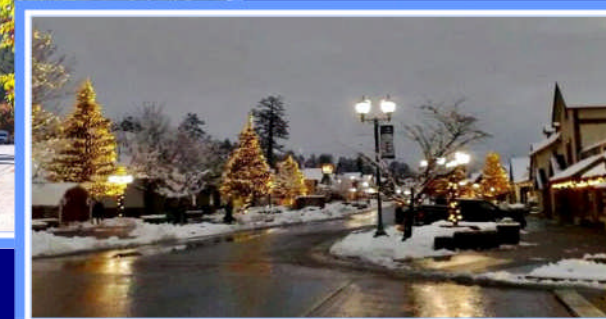
Invites Applications For A SENIOR ACCOUNTANT

Open until filled

(First application review date will be 6/5/2017)

Annual Salary \$73,216 —\$89,003

Based on Qualifications



EXCELLENT CAREER OPPORTUNITY IN A BEAUTIFUL MOUNTAIN RESORT
ENVIRONMENT SURROUNDING A MAGNIFICENT ALPINE LAKE

The Position

This position will be responsible for performing a variety of advanced level accounting functions, maintaining the general ledger for all funds and reconciling the City's bank accounts. Responsibilities also include but are not limited to: researching and analyzing technical transactions to resolve questions and validate data; preparing financial and statistical statements in accordance with Generally Accepted Accounting Principles, complying and preparing financial reports; preparing audit schedules for external auditors and coordinating and overseeing the annual auditing process. Responsibilities also may include performing annual recurring calculations such as, Appropriations "GANN" Limit, Measure I Maintenance of Effort, compensated absences and pension liability. Under general supervision, the Senior Accountant performs other related duties as required for the successful performance of this position.

MISSION

SECURE OUR FUTURE THROUGH A PROACTIVE, OPEN AND RESPONSIVE GOVERNMENT FOCUSED ON INFRASTRUCTURE, DEVELOPMENT STANDARDS, PUBLIC SAFETY AND COMMUNITY PRIDE FOR OUR RESIDENTS, VISITORS AND BUSINESSES.



Education & Experience

A bachelor's degree in Accounting, Business Administration, Finance, or a closely related field from an accredited college/university. Five years of increasingly responsible professional, governmental accounting experience. Designations such as Certified Public Account, Certified Managerial Accountant, and/or Certified Internal Auditor are highly desirable.

Ideal Candidate

The ideal candidate will be able to examine and verify financial documents, reports and transactions; post balance, and reconcile financial data, ledgers and accounts. In addition to establishing positive working relationships with representatives of community organizations, vendors, state/local agencies, consultants, members of the public and to communicate effectively both verbally and in writing. Also, the candidate will be able to exercise sound judgement, work well under pressure and be able to maintain confidentiality on appropriate issues.

Knowledge of Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as prescribed by the Governmental Accounting Board (GASB); principles and practices of municipal governmental accounting; financial statement preparation and basic principles of mathematics. Proficient in the use of modern computers and applicable software programs.



The Community

The City of Big Bear Lake is known for its natural beauty and crisp, clean, alpine air. Located approximately 45 miles northeast of Ontario International Airport in the heart of the San Bernardino National Forest, Big Bear Lake covers 3,000 surface acres and contains 23 miles of shoreline. At the center of Big Bear Lake is the "Village," which hosts a variety of restaurants, family owned shops, and art galleries. Approximately two hours from Los Angeles or Palm Springs, Big Bear Lake offers numerous recreational opportunities including boating, sailing, fishing, hiking, camping, mountain biking, horseback riding, golfing, skiing and snowboarding. Big Bear Lake hosts numerous events throughout the year including concerts, bicycle races, triathlons, marathons, art festivals, car shows, trout classics, and ski/snowboard competitions.

GOALS

CONTINUE HIGH LEVELS OF COMMUNITY RELATIONS WHICH FURTHER INCREASE THE PUBLIC'S CONFIDENCE AND TRUST IN CITY GOVERNMENT. ENSURE LONG-TERM FINANCIAL VIABILITY OF THE CITY THROUGH EFFECTIVENESS, EFFICIENCY AND ACCOUNTABILITY WITHIN THE ORGANIZATION. ENHANCE OPPORTUNITIES FOR RECRUITMENT AND RETENTION OF OUTSTANDING EMPLOYEES BY IMPROVING THE WORKING ENVIRONMENT, RELATIVE TO TECHNOLOGY AND TRAINING, FOR CITY EMPLOYEES. CONTINUE TO FOCUS SPECIFIED RESOURCES OF THE CITY ON CONSTRUCTING, REPAIRING AND MAINTAINING MAJOR CAPITAL IMPROVEMENTS, INFRASTRUCTURE, AND PUBLIC SAFETY NEEDED TO SERVE THE COMMUNITY. PROMOTE THE COMMUNITY'S TOTAL ECONOMIC VITALITY FOR THE BENEFIT OF ALL STAKEHOLDERS.

The Organization

The City of Big Bear Lake was incorporated as a Charter City in 1980 and operates under the Council-Manager form of government. Five City Council members are elected at-large for four-year overlapping terms. The Mayor is chosen on an annual basis from the members of City Council.

The City has a staff of approximately 60 employees. The Civic Center and a 398-seat state-of-the-art Performing Arts Center devote 20,310 square feet to government offices and 1,344 square feet to a community meeting area. The 13,656 sq. ft. Performing Arts Center is dedicated to multi-purpose functions, featuring community theater presentations and live entertainment performances.

VISION

PROVIDE AN EXCEPTIONAL MOUNTAIN RESORT EXPERIENCE FOR VISITORS AND RESIDENTS.



The City of Big Bear Lake is an equal opportunity and ADA employer. Women, minorities and persons with disabilities are encouraged to apply. The work environment is drug, alcohol and smoke free.