

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 and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? 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 Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

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



INVITES APPLICATIONS FOR

**FISCAL TECHNICAL SPECIALIST
(FTS) II/III/IV**

**PUBLIC HEALTH DEPARTMENT
BRIDGEPORT, CA**

Final Filing Date: Open Until Filled

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

Mono County Public Health is seeking a Fiscal Technical Specialist (FTS) to work in the Bridgeport Health Department Office. Under general supervision, responsibilities include supporting the department's financial department with document processing, technical record keeping, accounts payable, completion and filing a variety of County and State reports; assisting in auditing and budgeting functions; analyzing fiscal records and financial transactions; learning County fiscal policies and procedures; assisting others with departmental procedures and requirements; and other related work as required.

A FTS typically performs the following duties:

- Participates in the overall activities of the Public Health Department
- Serves as backup for other positions within the department.
- Represents the department on committees as necessary.
- Provides accounting and financial support to the department.
- Performs accounting and bookkeeping operations unique to the department; processes accounts payable, creates journal entries, prepares reports, and reconciles with general ledger.
- Prepares and processes deposits.
- Assists in reconciliation of County funds and bank accounts.
- Gathers data and prepares reports for various County and State reporting requirements.
- Audit financial reports for accuracy.

QUALIFICATIONS

Knowledge of:

- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance.
- Policies, laws, rules, and regulations impacting the financial operations, transactions, and functions.
- 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.

Ability & willingness to:

- Perform a variety of 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.

Training & 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.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and letter of interest.

The process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application.

PHASE 2: The exam process will include an oral interview.

Those successful in phase 1 will be invited to an oral interview. 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.