



Community Development Department

Accounting Assistant 30 hours/week
- \$24.38 per Hour

The City of Santa Barbara Community Development Department is responsible for Planning, Building & Safety, Housing & Human Services and related administrative services. This part-time position reports to the Community Development Business Manager and provides administrative and financial support to the department.

Duties

Financial Reports and Analysis

- Prepare/distribute Employee Leave Balance Report.
- Prepare Monthly Revenue and Expense Reports, Revenue Projection Report, and Revenue and Expense Summary Report.
- Prepare various Federal and State and grant reports.

Accounts Payable/Receivable, Payroll

- Audit and process department-wide invoices.
- Monitor credit card purchases and prepare monthly reconciliation report.
- Prepare Treasury Receipts.
- Process Building Permit refunds.
- Petty Cash custodian
- Audit and submit Department timesheets.

Administrative Support

- Register employees for conferences/trainings/Prepare and audit travel authorization/expense reports.
- Prepare Graphic Designer and Environmental Analyst Billings.
- Monitor contracts and Purchase Orders.
- Maintain logs for employee driver licenses and auto insurance.
- Schedule vehicle maintenance for Dept. vehicles.

Qualifications: Two years accounting or bookkeeping experience; proficient with Word and Excel.

Applications are being accepted on a continuous basis until the position is filled.

Email to: Sue Gray, Community Development Business Manager, sgray@santabarbaraca.gov

or

Mail / deliver to:
Sue Gray, Business Manager
Community Development Department
630 Garden St.
Santa Barbara, CA 93101