

# SAN JOAQUIN COUNTY

## GENERAL HOSPITAL

JOB CODE: 0813-RB4003-AC



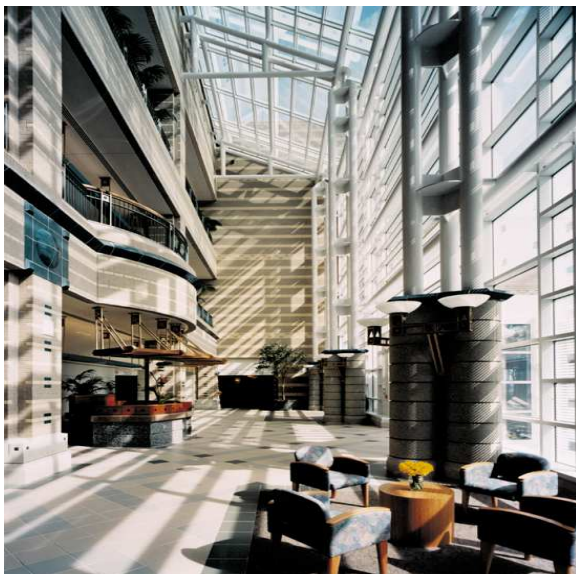
### THE DEPARTMENT

San Joaquin General Hospital is a community hospital with 1,500 employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both clients and employees.

The General Accounting Department consists of a team of fifteen employees including one Deputy Director and two managers. The department focuses on working with the executive staff and department managers to maximize revenues and to contain costs.

To learn more, visit:

[www.sjgeneralhospital.com/](http://www.sjgeneralhospital.com/)



## Accountant III—Enterprise Fund

### TAKE THIS EXCITING OPPORTUNITY

San Joaquin County General Hospital is seeking a dynamic, highly motivated Accountant to perform the most professional and technical accounting work, including maintaining the financial and statistical data required for the preparation of quarterly and annual Office of Statewide Health Planning and Development report and the Medicare and Medi-Cal cost reports for the hospital. The ideal candidate will have professional accounting experience gained from a hospital institution which utilizes accrual and cash basis accounting. The ideal candidate will have knowledge of hospital financial reporting standards, knowledge of the structure of the general ledger, knowledge of the basis for cost allocation to support departments/overhead, ability to analyze revenue against statistics to ensure proper accounting, and ability to utilize a variety of computer software/programs to meet the objectives of the department.

### ESSENTIAL FUNCTIONS

- Supervises and participates in professional and technical Hospital accounting;
- Assists in the preparation of supporting work papers required for Medicare and Medi-Cal audits, and the annual Hospital financial statements audit;
- Maintains records of financial transactions of the Hospital Enterprise Fund, including records related to inventory and fixed asset transactions;
- Reconciles balance sheet accounts including bank account balances;
- Prepares journal entries in connection with the month end close and service & stores transfers to record expenses and revenues, make corrections, and to charge other County units for services;
- Assists in the preparation of the Hospital's operating and capital budgets; compiles and prepares budget estimates of operating costs, cash collections, revenues, and expenses; maintains appropriate budget controls over departmental expenditures;
- Maintains, reviews, analyzes, and monitors various reports from assigned Hospital accounting systems to ensure all transactions are properly recorded, exceptions are worked, corrections made, adjustments recorded, and reports completed.
- Serves as liaison with internal Hospital departmental customers and/or external direct customers to resolve issues and/or provide information; as well as provides information to departmental managers; and vendors as needed.
- Participates in the development and maintenance of Hospital accounting and financial management systems.

*Come join San Joaquin General Hospital!*

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

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**ACCOUNTANT III-ENTERPRISE FUND**



**COMPENSATION AND BENEFITS**

**Annual Base Salary: \$60,174-\$73,133**

**Benefits:**

- ◆ Choice between three medical programs, two dental programs and vision program;
- ◆ Life Insurance Benefits
- ◆ 1937 Act retirement plan
- ◆ A deferred compensation plan
- ◆ Earn 12 days sick leave annually with unlimited accumulation
- ◆ Earn 10 days of vacation (increasing to 15 days after 3 years service; 20 days after 10 years; and 23 days after 20 years)
- ◆ 10 paid holidays per year

*For more detailed information on the County's benefits program, visit our website at [www.sjgov.org](http://www.sjgov.org) under Human Resources/Benefits.*

**MINIMUM QUALIFICATIONS**

**Note: The following special requirements were approved by the Civil Service Commission on February 8, 2012.**

**EITHER PATTERN I**

**Experience:** Three years of professional accounting experience, including at least one year of Enterprise Fund and/or hospital-related professional accounting experience.

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

**OR PATTERN II**

**Experience:** Five years of professional accounting experience, including at least three years of Enterprise Fund and/or hospital-related professional accounting experience.

**Education:** Completion of 60 semester or equivalent quarter units from an accredited college or university including a minimum of 15 semester units or equivalent units in accounting.

**APPLICATION SUBMITTAL AND SELECTION PROCEDURES**

This recruitment is being conducted to fill one full-time vacancy for Accountant III-Enterprise Fund in San Joaquin General Hospital's General Accounting Department and to establish a list to fill future vacancies. Resumes will not be accepted in lieu of an application. A completed application must be postmarked or received online by the final filing deadline. This recruitment is open until filled.

APPLY ONLINE at [www.sjgov.org/hr](http://www.sjgov.org/hr) or by mail or in person:



**San Joaquin County Human Resources**  
44 N. San Joaquin Street Ste 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

Office hours are Monday-Friday, 8:00 am - 5:00 pm

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## GENERAL HOSPITAL



## Accountant III—Enterprise Fund

### SUPPLEMENTAL QUESTIONNAIRE

1. How many years of **Enterprise Fund** and/or **hospital-related** professional accounting experience do you have?  
 3 years or greater  
 1 to 2 years  
 I do not have Enterprise or hospital-related professional accounting experience

Note: When answering the questions 2 through 5, please indicate your job title, name of employer, dates of employment, and hours worked per week. If do not have experience, indicate "n/a".

2. Describe your experience performing professional accounting work and financial analysis for a program or service. Describe the program and your role.
3. Describe your experience performing professional accounting work that illustrates your ability to work in a team/collaborative setting. Please provide detailed examples of the complex tasks performed, the number of staff involved in completing these tasks and your role within the team.
4. Provide detailed examples of reports and/or financial statistical data you have had to prepare for governmental entities/regulating bodies and indicate your role in preparing these items. Indicate type of computer software(s)/program(s) you used in preparing the reports and/or financial statistical data.
5. Describe your experience reporting data to Medi-Care, Medi-Cal and OSHPD.
6. Do you possess a bachelor's degree from an accredited four-year college or university with major coursework in business administration, accounting, economics, or a closely related field including twelve semester units of accounting?

If yes, please indicate 1) Name of college or university, 2) Major area of study, 3) List all accounting courses completed and corresponding semester or quarter units assigned to each course.

7. Do you possess 60 semester or equivalent quarter units from an accredited college or university including a minimum of 15 semester units or equivalent quarter units in accounting?

If yes, please indicate 1) Name of college or university, 2) Major area of study, 3) List all accounting courses completed and corresponding semester or quarter units assigned to each course.