



## **JOB ANNOUNCEMENT**

### **Certified Public Accountant**

#### **Job Summary**

Fallbrook Regional Health District (FRHD) is seeking a Certified Public Accountant (CPA). The CPA will be responsible for preparing and analyzing financial reports as well as completing audit and financial reports for compliance and review.

#### **Primary Responsibilities:**

- Maintain and audit District's financial records
- Oversee budget and financial management
- Perform duties related to bookkeeping, preparation of government audits, taxes and financial planning.
- Recommend fiscally advantageous methods to cut cost for the District.
- Work with tax returns and analyze financial information to ensure taxes are paid on time.
- Audit accounts for errors, mistakes, misinformation, fraud and overspending.
- Report financial information to the Executive Director
- Create and analyze budgets
- Advise Chief Executive Officer on tax ramifications impacting the District.
- Act as a consultant in areas such as compensation, benefits, asset protection and investment policies.
- Oversee accounts payable and receivable.
- Oversee entries prepared by the bookkeeper.
- Participate in monthly Finance Committee meetings and monthly Board Meetings.
- Special District Experience preferred
- Knowledge of GASB

All Proposals should be submitted to:

Bobbi Palmer, MBA, MSW  
CEO  
Fallbrook Regional Health District  
138 S Brandon Rd  
Fallbrook, CA 92028  
(760) 731-9187  
[bpalmer@fallbrookhealth.org](mailto:bpalmer@fallbrookhealth.org)