

# EMPLOYMENT



# OPPORTUNITY

## SENIOR ACCOUNTANT # 2006

**\$6,980 - \$8,374 MONTHLY**

**Final Filing Date: February 24, 2012 5:00p.m. (Opened 2/6/12)**

*The recruitment may be closed any time after 200 applications have been received.  
Therefore, it is important to submit your application as soon as possible.*

### THE POSITION

The City of Redwood City is seeking a dynamic, creative, and fun individual to fill a senior accountant position within our Finance Department. The 34-member Finance Department provides financial support services to an organization with annual revenues of over \$168 million. The department is comprised of three divisions: Financial Management Services, Revenue Services (utility billing and collections), and Information Technology. The successful applicant will be a member of the department's management team and will provide the department with highly responsible analytical, technical, and professional staff support. The senior accountant positions in the Finance Department are responsible for general accounting, revenue administration, or payroll supervision, and may have their responsibilities rotated. They will ultimately succeed in all of the following duties: Supervise the accounting for grant funds; provide accounting support for capital projects; provide financial analysis as needed; provide support for assigned City departments during budget preparation and is the point of contact for questions regarding financial activities; assist in the preparation of the Comprehensive Annual Financial Report; share responsibility for monthly and annual general ledger review; participate in the development of enhancements to the City's financial system; supervise payroll; oversee utility billing and collections operations and other accounts receivable functions with a seven-member staff; oversee business license operations; interpret and apply ordinances regulating water, sewer, and solid waste collection activities.

### THE IDEAL CANDIDATE

The ideal candidate will be interested in mastering the fundamentals of public finance with the goal of reaching new levels of experience and expertise in this field. He or she will enjoy participating in team projects, interact well with a variety of people, and utilize team-building skills and proactive communication. The ideal candidate will also have a good understanding of how databases operate and ability to further streamline the division's activities; a willingness to develop staff to their fullest potential; strong analytical abilities; ability to handle and resolve complaints from utility system customers in a professional manner; strong proficiency with computer-based accounting systems, and desktop software such as Excel, Word, PowerPoint, and Access; ability to apply generally accepted accounting principles and provide flexibility to an organization that values decentralization; creativity, as well as the ability to take risks and admit mistakes; and a sense of humor, and the ability to take the work seriously while enjoying it at the same time.

### MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Minimum of three years of progressively responsible experience progressively responsible experience in general accounting, financial analysis, and management, including supervisory experience. Five or more years of experience is preferred.
- A Bachelor's degree or equivalent from an accredited college or university with major course work in in accounting or business administration. A Master's degree is desirable.
- CPA Certification is desirable.

## APPLICATION PROCESS

A City application is required.

Applications and questionnaires may be obtained in one of the following ways:

1. Apply online at [www.calopps.org](http://www.calopps.org).
2. Visit our web site: [www.redwoodcity.org/hr](http://www.redwoodcity.org/hr) to download an application.
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability, who may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources upon submittal of application.

## SELECTION PROCESS

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be invited to participate in the testing and interview process. The specifics of the testing and interview process will be communicated to those qualifying candidates. The Finance Director will make the final appointment.

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

The City of Redwood City is proud to be an Equal Opportunity Employer!

## BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2% at 60 plan
- Deferred compensation (457) plan with 2% matching contribution
- Opportunity to select from a variety of health plans that are administered by PERS
- Dental & vision insurance
- Employee assistance program
- Life and long-term disability insurance
- Vacation at 10 days per year to 25 days after 20 years
- Sick leave of 12 days per year
- Fourteen paid holidays per year

**NOTE:** Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945)

## CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.