



# CITY OF CAPITOLA

## SENIOR ACCOUNTANT

\$6,248 - \$7,595 Month  
Regular Full-Time

APPLICATION DEADLINE: November 20, 2014, by 5:00 p.m.

### GENERAL PURPOSE

Under general direction and oversight of the Finance Director, the Senior Accountant performs complex professional governmental accounting functions in the maintenance of the City's computerized accounting system; performs internal audits, special studies and analyses; and assists in preparation of annual City budgets and financial reports. Employees in this job class direct, coordinate, monitor and evaluate the work and performance of other accounting staff. The Senior Accountant regularly advises and consults with the City Treasurer, City Manager, and City Council Members on accounting matters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and evaluate assigned accounting staff, including account clerks and account technicians. May supervise an Accountant I position.
- Plan and direct general accounting operation functions, including general ledger maintenance, Accounts Payable, Revenue Collection, Payroll, and Purchasing.
- Perform in-depth account analyses and interfund reconciliations.
- Analyze revenues and expenditures and establish revenue and expenditure projections for budgetary, labor negotiation, cost-benefit analyses, and other purposes.
- Assist with the administration of budget amendments
- Participate in the preparation and administration of the annual City budget
- Participate in the preparation and coordination of the Comprehensive Annual Financial Report (CAFR)
- Assist in the development and implementation of departmental goals, policies, and procedures related to accounting activities
- Assure that City financial records are complete, accurate, and in compliance with laws, ordinances, and regulations which affect municipal finance operations (i.e. Governmental Accounting Standards Boards "GASB" and generally accepted accounting principles "GAAP").
- Develop, evaluate, and/or improve fiscal practices and controls in accordance with generally accepted accounting principles.
- Analyze legislative changes as it pertains to areas of responsibility and develop systems and procedures to implement changes as appropriate
- Coordinate, supervise and manage annual audits (i.e., independent financial audits, state audits).
- Prepare or assist in preparing quarterly, monthly, or annual special financial reports or studies
- Prepare staff reports for Finance Committee and City Council.
- Initiate and record interfund transfers and loans.
- Assist in the development, maintenance, and enhancement of computerized information systems for accounting and financial functions; perform financial systems software management, including maintaining financial system software controls, administering accounting aspects of the general ledger software, and serves as resource for departments
- Respond to public information requests related to areas of assignment
- May manage, record, or reconcile various accounting records, including capital assets, grants, internal service funds, and special revenue funds
- Assist department heads and other City staff on technical accounting matters.
- Assist in preparation of City's annual financial reports to County and State Agencies and reports to management.
- Other accounting duties as assigned

## MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field. A Bachelor's Degree in Accounting or Business Administration with a Concentration in accounting or professional certification as a Certified Public Accountant (CPA) is preferable. Three years of professional accounting experience, including at least two years in governmental accounting. A valid California driver's license is required.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Laws, ordinances, and regulations affecting municipal finance operations; Governmental accounting and auditing theory, principles and practices and application to a wide variety of accounting transactions, situations, and problems; Accounting software and general software applications (including Windows, Excel, Word, Outlook, PowerPoint, and government accounting systems); Principles and practices of revenue and expenditure forecasting

Ability to: Prepare clear, comprehensive, concise written reports and communications as well as complex statistical analyses; Accurately and efficiently perform a wide variety of complex accounting tasks; Understand, interpret, and apply a variety of laws, regulations, procedures, and other authoritative documents; Provide clear and accurate accounting advice to others; Effectively supervise the work of assigned accounting staff; Establish and maintain effective and harmonious working relationships with other staff, managers, elected and appointed officials and the public

## APPLICATION AND TESTING PROCESS

Application, resume and supplemental questionnaire must be submitted to the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by mail or email. An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**

## APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

Benefits: Retirement: CalPERS; [2.5%@55](#) for classic CalPERS members, 2% at 62 formula for new CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Years.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**

## Supplemental Questions

(Total responses should not exceed three pages)

1. Please describe your education, training, and experience as it relates to the following topics. In your response, please include your role:
  - a. Budget preparation, projections, and monitoring
  - b. Year-end closing of the City's financial records and preparation of a Comprehensive Annual Financial Report.
  - c. Implementation and assistance in developing financial policies and procedures
  - d. Financial activities, including payroll, cash receipting, billing, accounts payable, purchasing.
  - e. Financial software modules, including any participation in internal controls, custom report development, implementations, and field set-ups.
2. Please provide an example of a project that you were involved with, which resulted in the streamlining of processes; or overall improvement to your department or work area. In addition to your role, please include any of the following relevant experience: Coordinating and/or working with others; conducting research, and presenting training materials.
3. Describe your ideal work environment and list three characteristics that you possess that would assist in achieving that environment.