



# City of Newark

## *Position Announcement*

### **Accountant**

#### **Regular Full-Time**

**SALARY: \$6,459 to \$9,364 per month**

#### **THE POSITION**

Under general direction of the Accounting Manager, the Accountant performs professional accounting duties in the development and maintenance of financial records and systems in order to provide Management with timely financial and budget information, support City Departments, comply with external reporting requirements, and provide technical assistance to outside auditors and agencies. This is a professional level class of the accounting series. Positions in this class are expected to perform a full range of professional accounting duties assigned independently. Incumbents have a thorough knowledge of governmental accounting systems and procedures and are able to exercise independent judgment within established frameworks and procedures. The position is exempt.

#### **QUALIFICATIONS**

Knowledge of:

- Principles and practices of government accounting, including financial statement preparation, budgeting and financial reporting.
- Generally Accepted Accounting Procedures (GAAP).
- Internal control and audit practices and procedures.
- Modern office practices, procedures, methods, and equipment.
- Laws regulating public finance.

Ability to:

- Analyze, interpret and explain department and City policies and procedures, government regulations and accounting manuals.
- Develop, revise, install and utilize manual and automated accounting systems and procedures.
- Prepare varied financial statements, reports and analyses.
- Set workload priorities and meet deadlines.
- Identify, research, and solve a wide variety of work-related problems.
- Prepare records for audit and assist auditors.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meetings with management, public officials, other employees and the public.

Highly desirable:

- Practical experience in preparing various financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Participation in Comprehensive Annual Financial Report (CAFR) preparation.

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

- Equivalent to graduation from an accredited four-year college or university with a degree in the field of business or a closely related field with major course work in accounting.
- Five years of governmental accounting.
- Possession of, or ability to obtain, a Class C California driver license.

**Interested candidates should apply at CalOpps.org and is encouraged to submit your resume.**

**Deadline to Apply: March 26, 2018 for the first review of applications.**

**The position will remain open until filled.**

Following the deadline to apply date, resumes will be screened according to the qualifications outlined in this announcement. The most qualified candidates will be invited to interview with the City, **tentatively scheduled for the week of April 9, 2018 – April 13, 2018.**

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

## **COMPENSATION & BENEFITS**

### **SALARY: \$6,459 to \$9,364 per month**

This is a “fully compensated” salary from which employees may elect to purchase benefits at group rates. Effective January 1, 2018, the City will contribute \$785 towards the cost of 2018 medical plan premiums. The total compensation package provides flexibility for purchasing medical insurance at CalPERS group rates for employees without medical insurance.

In addition to medical insurance, employees may choose to purchase:

- Dental insurance (Delta Dental or Delta Care)
- Vision coverage (EyeMed)
- Long-term and/or short-term disability insurance

**Retirement** - CalPERS 2.5% @ 55 for “Classic” members or 2.0% @ 62 for “PEPRA New” members, depending upon eligibility. Employee shares in the cost of CalPERS retirement benefits according to a negotiated formula. The current employee contribution is 11.468% (8% of the Employee Share and 3.468% of the Employer Share) for Classic and 9.718% for PEPRA of total compensation. The City does not participate in Social Security. In calendar year 2018, the compensation limit for new members of non-Social Security participants is \$145,666. Medicare is deducted at 1.45% of salary.

**Holidays** - 11 scheduled holidays, plus one floating holiday and a birthday holiday. The City currently observes an unpaid Furlough period of 4 days each December. Employees may choose to use leave or salary continuation options during the Furlough.

**General Leave** – 184 to 264 hours of general leave depending upon years of service.

**Management Leave** – Up to 40 hours of management leave per fiscal year.

**Health and Fitness** - Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

**Life Insurance** - City paid \$20,000 life insurance policy.

## **FINANCE DEPARTMENT**

Finance is the Division of the City Manager's Office that administers financial statements and reports, budget preparation and analysis, cash and investments, payroll, purchasing and accounts payable, accounts receivable, business and animal licensing, year-end closing, and audit management. In addition, Finance manages the lease of general office equipment and facilitates mailroom operations.

## **SUPPLEMENTAL QUESTIONS:**

1. Please describe how your formal education and work experience qualify you for the position.
2. Describe your experience working with the general ledger and chart of accounts. Include a description of any experience with monthly, quarterly, and annual reporting. List any significant accounting software systems used and your role in maintaining the accounts in the system.
3. Describe your accounting experience, including the preparation of bank reconciliations, financial statements, and year-end audit processes, and performing cash flow analysis and investment/treasury management functions. (Please limit your answer to 1 paragraph)
4. Describe your level of experience in performing hands-on account reconciliation. Identify whether your role was review of work performed by others or direct responsibility to undertake the reconciliation. This would include bank account reconciliation and evaluation of general ledger deviations.
5. What major challenge have you faced at work and how did you overcome it? What were some of the learning lessons or takeaways from that experience?
6. Please explain your interest in this position.