



## Accountant/Analyst

### THE POSITION

Please note that this recruitment is being conducted alongside an opening for an Accounting Supervisor position. This is a single vacancy that the City will hire at either the Accountant/Analyst or the Accounting Supervisor level.

This is a unique opportunity for the right individual to train/mentor alongside the existing Accounting Supervisor for the next 18 months while the City engages in a full implementation of new Finance/Human Resources software system (however, note that this is not a limited term position recruitment). The City is looking for a talented accounting professional to join its team to participate in performing the full range of municipal accounting duties including, but not limited to: Assisting in the preparation and coordination of the annual budget; maintenance of various accounting records; preparation of period-end journal entries and budget amendments; assisting with the coordination of the year-end audit process, including the creation of various schedules; and daily cash management and banking activities. The Accountant/Analyst may provide technical supervision of subordinate Accounting positions.

### FINAL FILING DEADLINE

**December 16 at 5:00 p.m.**

**Oral board interviews will be held the first week in January.**

To apply for this position, please visit

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

or

[www.novatojobs.org](http://www.novatojobs.org)

### COMPENSATION AND BENEFITS

**Accountant/Analyst**

**\$6,609 - \$8,034 per month**

*3% COLA increase scheduled for 7/1/17 and 7/1/18.*

*Placement in the salary range is dependent upon qualifications and experience.*

Monthly employer contribution towards benefits up to \$1,525 per month dependent upon enrollment level. Increase in contribution to \$1,775 on 1/1/17.

### THE IDEAL CANDIDATE:

The ideal candidate will demonstrate accounting expertise in accordance with generally accepted accounting principles, ideally with a municipal / governmental entity. This individual will have experience performing or overseeing some or all of the key functions provided by the Finance division, including payroll, A/P, A/R, cash receipts, cash management, budget analysis, and business license. Recent experience implementing new GASB pronouncements and assist with the year-end close process is desirable. Budget analysis capabilities are also helpful, as this position may assist departments during the budget process with producing various reports, analyses, revenue forecasts, etc. Well-qualified candidates will possess advanced skills in Excel, Word, and PowerPoint. In addition to the technical skills outlined above, the ideal candidate will be a team player, highly organized, detail-oriented, and will possess strong communication skills, a customer service focus, a positive attitude, a keen ability to learn, a sense of humor, and thoughtful decision-making abilities.

### MINIMUM QUALIFICATIONS:

Experience: Three years of experience in governmental accounting, preferably municipal accounting.

Training: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting or finance.

Distinguishing Characteristics: This position is responsible for the oversight of subordinate Finance staff and performs full-range municipal accounting services.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)

## DUTIES INCLUDE

Duties include, but are not limited to, the following:

- Participate in the posting and reconciliation of the general ledger and subsidiary accounts, examine accounting transactions to ensure accuracy; and make corrections to the financial records as necessary.
- Prepare monthly revenue and expenditure reports and distribute to City staff.
- Participate in the creation of the budget calendar and serve on the interdepartmental operating budget team.
- Assist in the preparation of preliminary and final operating budgets and budget resolutions.
- Work with the reprographics division to print and distribute the operating budgets.
- Prepare various compliance and maintenance of effort reports such as the annual reports to the State Controller's Office and the annual gas tax report.
- Assist in the annual calculation of special district and general obligation bond tax rates.
- Maintain Citywide fixed asset and equipment replacement records and depreciation schedules.
- Assist in monitoring budgets for various City departments and capital projects involving verifying that funds are available and expenditures are properly classified; research and analyze transactions to resolve budget problems; provide analysis of available funds.
- Prepare year-end schedules and analyses in connection with the annual financial audit.
- Other financial functions as may be assigned.

## EMPLOYEE INFORMATION AND BENEFITS:

**Employment Process:** Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

**Immigration and Reform Act:** In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility.

**Benefits:** The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. For the remainder of 2016, the City contribution is up to \$1,525 per month for the highest benefit enrollment level. Effective 1/1/17, the City contribution will increase to \$1,775 per month for the highest benefit enrollment level. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

**Leaves:** The City offers 13 paid holidays; 80 hours of vacation at the first year of service. Vacation accrual increases at each year of service. 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**The City of Novato is an Equal Opportunity Employer.**

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.  
Please advise the Human Resources Division of such special needs at the time of application.**