



career opportunity

City of San Rafael, California

SENIOR ACCOUNTANT OR PRINCIPAL ACCOUNTANT

Finance Department—City of San Rafael, California

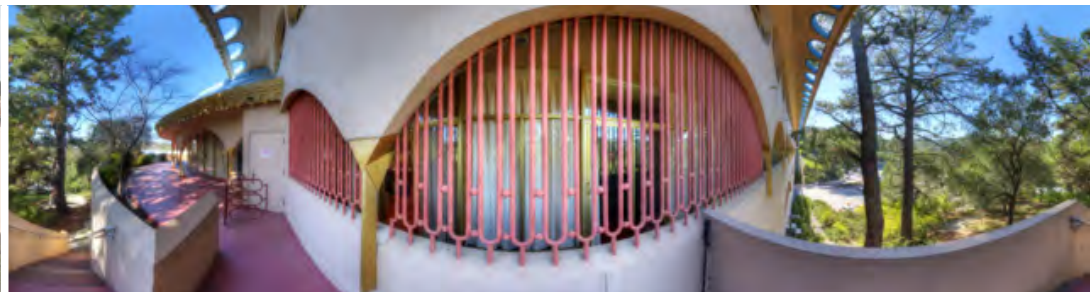
\$73,764–\$103,656 ANNUALLY, DOQ/DOE

The City of San Rafael seeks a Senior or Principal Accountant with the ability to perform a variety of complex technical accounting and audit work, ensure accuracy of the general ledger, and assist with the supervision, training and evaluation of staff. We need a Senior/Principal Accountant with exceptional interpersonal skills to build positive relationships with staff and other City departments. The ideal candidate will have the accounting expertise to become the point person on all things regarding the City's financial statement production and annual audits. We also seek applicants who are creative, passionate, and bring an entrepreneurial spirit. If this sounds like you, apply today to join our amazing team and support an innovative organization that promotes efficiency, and first rate customer service.



THE CITY

San Rafael employees are encouraged to bring new ideas to everyday work challenges, and find it rewarding to work in a forward-thinking and collaborative environment. The City is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, strong neighborhoods and community resources, active lifestyle, and natural environment. The City of San Rafael is a full-service City with a City Council/City Manager form of government which has over 400 employees and an annual budget of \$100 million. The vision of the City is to be a vibrant economic and cultural center reflective of its diversity.





THE DEPARTMENT

The City of San Rafael's Finance Department efficiently oversees the management of the City's financial resources. The Department provides financial information, and recommendations that help City Council and all City Departments make decisions about how to allocate resources. The department accounts for those resources and discloses the financial condition of the City and the results of its operations in the year-end Comprehensive Annual Financial Report. The department also prepares an annual operating budget. Other administrative duties covered by the Department include:

- ▶ Business Licensing (business tax)
- ▶ Transient Occupancy Tax (Hotel Tax)
- ▶ Cashiering/Accounts Receivable
- ▶ Accounts Payable
- ▶ Revenue Bonds
- ▶ Payroll
- ▶ Budgeting and Financial Reporting



THE JOB / IDEAL CANDIDATE

This position reports to the Accounting Manager, and works closely with the Director of Finance and other accounting staff. The ideal candidate will have a strong financial reporting background in public sector environment, and be the point person regarding the City's financial statement production, and annual audits. The incumbent will also assist, advise and oversee general ledger and other accounting issues and transactions, and use exceptional interpersonal skills to build positive relationships with staff and other City departments. **As part of your job you will:**



- ▶ Be the point person for all things related to the City's financial statement production and annual audit.
- ▶ Work with external auditors and oversee the preparation, completion, production and final footnotes of the Comprehensive Annual Financial Report (CAFR).
- ▶ Provide accounting and financial support services to one or more City departments with complex budget and reporting systems.
- ▶ Have knowledge of generally accepted accounting principles (GAAP), government accounting standards board (GASB) statements, governmental audit procedures and their application to governmental accounting systems, transactions and financial statement preparation.
- ▶ Have general knowledge of principles and methods of financial administration: internal control, auditing, budgeting, treasury management, revenue administration, program planning and evaluation.
- ▶ Participate in the preparation of the City's \$100 million dollar budget, and mid-year review.
- ▶ Forecast revenues and expenditures for the balance of the fiscal year.
- ▶ Assist City departments with accounting issues and provide technical expertise on government accounting standards.
- ▶ Provide professional and technical guidance to professional accounting staff.
- ▶ Prepare month and year-end close and transactional reports.
- ▶ Gather information and produce reports, prepare detailed reconciliations of balance sheet accounts, prepare adjustments, etc.
- ▶ Create new and review established financial systems, processes and procedures.
- ▶ Review transactions and account balances for compliance with federal, state and local laws and regulations.
- ▶ Maintain professional competence and keep up with new laws, accounting standards and regulations.
- ▶ Have exceptional relational and communication skills to work effectively with your staff and other City staff and executives.



EMPLOYMENT STANDARDS

- ▶ Bachelor's Degree from accredited college or university with major course work in accounting, business, finance, business, or related field AND

- ▶ **Senior Accountant:** 4 years of increasingly responsible professional level accounting experience, preferably working in government, or with government clients.
- ▶ **Principal Accountant:** 5 years of increasingly responsible professional accounting experience, preferably working in government, or with government clients; experience preparation and auditing of certified financial statements.

- ▶ Valid CA Driver's License.

DESIRABLE

- ▶ CPA license
 - ▶ Master's Degree in Finance, accounting, or business administration (Master's Degree can be substituted for one year of experience).
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SALARY/BENEFITS

Salary range is **\$73,764–\$89,664 annually for Senior Accountant** and **\$85,284–\$103,656 annually for Principal Accountant** depending on qualifications and experience. Benefit highlights include:

- ▶ **Retirement:** The City is a part of the Marin County Employees Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System);
 - ▶ **Classic employees**—2% @ 55 formula, highest 3 year average compensation.
 - ▶ **PEPRA employees**—hired after 1/1/13 or Classic employee with 6 month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation.
 - ▶ **Health Insurance:** Full flex cafeteria plan which can be applied to a health plan or converted to cash (\$921.17 employee only; \$1,513.98 employee +1; \$1,643.10 family level; or opt-out payment of \$300).
 - ▶ **Life and Long Term Disability Insurance:** \$5,000 basic life; LTD is two-thirds of salary, up to \$1,000/month.
 - ▶ **Dental Insurance:** (City pays for up to family coverage).
 - ▶ **Vision Insurance:** (City pays for employee coverage).
 - ▶ **Deferred Comp** (employee option).
 - ▶ **Annual Leave:** Vacation starts at 10 days for first three years, 12 days of Sick Leave, 11 Holidays and 2 Floating Holidays.
 - ▶ **Administrative Leave:** 5 days (Principal Accountant only).
 - ▶ **Work Week:** 37.5 hours.
 - ▶ **And more** (contact the recruiter for more benefits details).
- NOTE:** Salary and benefits are subject to change as a result of bargaining for a successor MOU.

HOW TO APPLY

This position is open until filled, however, **for first consideration apply by MAY 24;** candidates are encouraged to submit as soon as possible.

APPLY AT: wbrowncreative.com/job-board/

SECURE THE DATES

Interviews will be on **JUNE 18 & 19** (candidates invited to interview will need to be available for both days).

PLEASE CONTACT YOUR RECRUITER, WENDI BROWN, WITH ANY QUESTIONS:

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