



City of Milpitas

We invite applications for the position of:
Senior Accountant

Annual Salary Range: \$84,259 - \$110,909
Post Date: July 31, 2017
Close Date: **August 31, 2017, by 5:00 P.M.**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

This is the advanced journey level class in the professional accounting series. The Senior Accountant class is distinguished from the Accountant in that responsibility is assumed for the supervision of the accounting functions and personnel of the Finance Department. Positions within this class perform the more advanced level accounting duties and technical finance activities within the section.

What You Will Do

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

- Hire, train, supervise and evaluate assigned staff.
- Conduct or arrange for staff training as appropriate.
- Process paperwork for department personnel.
- Assist in the development and implementation of goals, policies, and priorities relating to the City's accounting activities.
- Plan, assign, schedule, and review the work of assigned staff.
- Directly oversee the preparation and processing of accounts payable, accounts receivable, utility billing, cash collections, benefit payment processing, payroll, Capital Improvement Projects (CIP) accounting, grant accounting, and private job accounting.



City of Milpitas

We invite applications for the position of: Senior Accountant

-
- Set-up and oversee the maintenance of journals, ledgers and supporting financial records; maintain the General Ledger.
 - Review budget to actual performance for all city departments, divisions and projects.
 - Review and authorize all journal entries recorded in the accounting system.
 - Develop and administer accounting and budget central systems as necessary to comply with accounting procedures, laws, ordinances and other regulations.
 - Assist in the maintenance of the financial system and creation of month and year end management reports.
 - Review, develop and modify accounting methods to improve existing procedures, insure conformity to policy, and increase effectiveness.
 - Supervise, train and evaluate accounting personnel.
 - Prepare records for audit and assist auditors, including but not limited to reconciliations and accounting analysis.
 - Reconcile finance records to treasury records as appropriate.
 - Direct and participate in the preparation of financial, expenditure, payroll and tax reports.
 - Provide advice and counsel to management and other employees in accounting matters.
 - Review, recommend, and implement improvements to accounting, budgeting and reporting procedures.

Experience and Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field AND Three years of increasingly responsible experience in accounting, including experience in governmental accounting and one year of supervisory experience. Financial auditing experience preferred.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.



City of Milpitas

We invite applications for the position of:
Senior Accountant

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Con bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

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



City of Milpitas

We invite applications for the position of:
Senior Accountant

Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your response to one page per question.

1. Describe your experience in the following seven areas:
 - a. Bank and Account Reconciliation
 - b. Debt Service Accounting and Monitoring
 - c. Federal and State Grants
 - d. Financial Reporting (including month-end and year-end closing)
 - e. Capital Improvement Project Accounting and Monitoring
 - f. Fixed Asset Management
 - g. Accounts Payable, Payroll, and Benefit Payment Processing and Reconciliation

Include a detailed description of your specific responsibilities, the company with which you had the responsibilities, and the dates of employment.

2. Please indicate your experience using Spreadsheet software. Include examples of the activities and the tasks performed using this application. Cite common functions and features utilized.
3. Please discuss your experience using financial systems. Include what financial systems you have used and examples of how you used them. Describe your role and involvement with the Financial System(s).
4. Please discuss your experience in financial auditing, whether gained as an external auditor, internal auditor, or playing a significant client role in an audit engagement. If experience was gained as an external or internal, include what areas you have audited.