



City of Milpitas

We invite applications for the position of:
ACCOUNTANT

Annual Salary Range: \$90,298.52 - \$109,742.36

Post Date: 11/7/2019

Close Date: Open until filled; first application review date of November 29, 2019

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

This is the full journey level class of the professional accounting series. Positions in this class are expected to perform the full range of professional accounting duties as assigned independently in the areas of general ledger, payroll, accounts receivable, accounts payable, and utility billing. Incumbents have a thorough knowledge of governmental accounting systems and procedures and able to exercise independent judgment within established frameworks and procedures. The Accountant class is distinguished from the Senior Accountant in that responsibility for the overall supervision of the accounting section is not assumed at this level.

What You Will Do

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

- Participate in the posting, balancing and reconciliation of subsidiary accounts.
- Control budget for various City departments and projects as assigned, including determining whether or not funds are available and expenditures are properly classified.
- Research and analyze transactions to resolve budget problems; provide analysis of available funds as requested.
- Prepare work papers, financial statements and various reports for Federal, State, outside agencies and internal accounting purposes.



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- Audit extensions and arithmetic calculations for various and miscellaneous expenses.
 - Analyze the impact and implement changes to Memoranda of Understanding (MOU) between the City and its bargaining units to the City's payroll processes, procedures and system.
 - Troubleshoot weekly payroll processes with assigned staff.
 - Interprets and applies federal, state, and city laws, regulations and policies related to payroll and implement changes in payroll system as necessary.
 - Review and analyze payroll and benefit accounts reconciliation to general ledger, review and assist in monthly retiree and retiree's dependent reimbursement processing.
 - Review and assist in completing payroll calendar year end tasks.
 - Recommend and/or implement changes in accounting systems and procedures.
 - Perform comprehensive financial activity studies as directed.
 - Prepares journal vouchers to effect transfers or additions
 - Prepares monthly transaction reports.
 - Responds to questions concerning transactions and account balances.
 - Prepares journal entries to close books at the end of the fiscal year.
 - Coordinates with other City staff to determine necessary report information.
 - Designs report format depending on assigned department's needs.
 - Reconciles fixed assets report.
 - Provides technical assistance to outside auditors.
 - Maintains/reconciles general ledger control accounts.
 - Researches and analyzes accounting records to determine variances/anomalies and initiate corrective action.
 - Leads staff.
 - Other duties as assigned.

Experience and Education

Experience: One year of responsible accounting experience in a governmental or commercial agency.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

License and Other Requirements

A valid California driver's license is required at time of application and for duration of employment.

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.



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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 (if applicable), resume, copies of required certificates (if applicable) 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 Classification and Compensation) or from Human Resources.

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 Protech 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/_pdfs/hr_mou_protech.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.