



City of Milpitas

We invite applications for the position of:
Senior Accountant

Annual Salary Range: \$93,771 - \$123,423

Post Date: December 11, 2019

Close Date: **Until Filled**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8th fastest growing city in the United States, and the 2nd fastest growing in California. Milpitas also boasts the 3rd highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

Milpitas is at the heart of Silicon Valley and is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. With existing light rail and BART extension opening in 2019, the transit hub adjacent to the Great Mall facilitated high density transit-oriented development with over 2,100 units being built. There are approximately 1,790 acres, or 2.9 square miles designated for various industrial uses.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations. Several local shopping centers service regional needs including Asian-oriented retail and services. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, youth and senior programming and activities.

THE CITY GOVERNMENT

Incorporated in 1954, the City of Milpitas is a bustling general-law city supervised by a council-manager form of government. Milpitas is a full-service city which includes Police, Fire, and a water



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utility and sewer utility. The Council makes planning and policy decisions for residents and oversees the City's \$247.9 million budget. Issues currently challenging the City include development, quality of life, and traffic.

We encourage you to check us out at: <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. Initially, the City is seeking to fill the vacant Senior Accountant position responsible for the General Ledger, the development of the Comprehensive Annual Financial Report, the supervision of staff responsible for fixed assets, grant, debt, and capital improvement projects accounting as well as bank reconciliations.

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.
- Review, develop and modify accounting methods to improve existing procedures, insure conformity to policy, and increase effectiveness.
- 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.
- 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 approve all journal entries recorded in the accounting system.
- Monitor monthly, quarterly and annual activities to ensure the ledger is closed on a timely fashion. Assist in creation of month end and year end management reports. Develop and



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administer financial systems as necessary to comply with new GASB pronouncement, accounting procedures, tax laws, ordinances and other regulations.

- Prepare and review audit schedule and records for audit and assist auditors to produce City's Comprehensive Annual Financial Report (CAFR).
- 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.

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



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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.



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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 ReconciliationInclude 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.