



We invite applications for the position of:

ACCOUNTANT I-II

\$7,368 - \$9,864 Monthly Salary
Plus a Comprehensive Benefits Package

The City of San Mateo Finance Department is looking for a highly qualified, experienced Accountant I/II.

Why Join Our Department?

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of our community.

The Finance Department is responsible for the overall financial management of the City. The Department's core function is to maintain a strong and secure financial position for the city by providing comprehensive financial and analytical services to the City Council, City management, staff, and the public.

Collaboration, Innovation, Respect, Creativity, Transparency, and Informed Risk-taking are attributes that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work:

https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

Accountant I - This is the entry level class in the professional accounting series. This class is distinguished from the Accountant II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Accountant II - This is the journey level class within the professional accounting series. Employees within this class are distinguished from the Accountant I by the performance of the full range of duties as assigned including those requiring a thorough knowledge of governmental accounting systems and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, require prior professional accounting experience. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meets the qualification standards for the class. This role will perform professional accounting work:

- Primarily in the areas of month-end and year-end journals, accounts reconciliation and bank reconciliation
- Review fiscal records
- Prepare financial report statements and analyses
- Do related work as required

Accountant I: This position receives general supervision from the Senior Accountant.

Accountant II: receives direction from the Senior Accountant and may exercise technical and functional supervision over clerical personnel.

For a complete list of duties, reference our job specifications at

<https://www.cityofsanmateo.org/DocumentCenter/Index/86>.

Who You Are

- Participate in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts; prepare bank reconciliation.

- Assist in the preparation of the annual financial statements and State Controller's Report; prepare audit schedules for the annual audit.
- Maintain debt service funds; monitor and reconcile paying agents' accounts.
- Issue correcting and adjusting journal entries to update the general ledger for assigned funds.
- Perform comprehensive financial activity studies as directed; provide analysis of various funds at management request.
- Input journal vouchers and counter checks into the computer.
- Prepare fund balance projections and review with operating departments.
- Monitor and maintain records on City's fixed assets.
- Assist departmental personnel and City staff with budget activity, proper expenditure coding, document preparation and other accounting related activities.

Accountant I

Knowledgeable of :

- Generally accepted accounting principles and practices
- Modern office procedures, methods and computer equipment

Possess the ability to:

- Learn to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records.
- Learn and apply Federal, State and local laws and regulations to accounting and auditing work.
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Accountant II

In addition to the qualifications of Accountant I:

Knowledgeable of:

- Principles of financial administration, including budgeting and reporting.
- Automated financial management systems.
- Principles of supervision and training.
- Federal and State grant regulations and guidelines.
- Application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Governmental accounting principles and practices.
- Financial research and report preparation methods and techniques.

Possess the ability to:

- Direct and train clerical and technical personnel.
- Analyze and interpret financial and accounting records.
- Apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Examine and verify a wide variety of financial documents and reports.
- Prepare a variety of complex financial statements, reports and analyses.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Accountant I:

- No experience is required.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

Accountant II:

- Two years of responsible governmental accounting experience comparable to that of an Accountant I in the City of San Mateo

Bonus Points (*highly desirable*):

- Experience working in the public sector
- Certified Public Accountant (CPA)
- Master Degree in Accounting, Business Administration, or other closely-related majors.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; ability to travel to different sites and locations.

What We Offer

1. **Salary:** \$7,368 - \$9,864 Monthly
 2. Comprehensive benefits package including generous paid leave and health benefits
 3. CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.30% to CalPERS and New members contribute 6.75% to CalPERS
 4. Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and a 1.0% match to the Employee's voluntary contribution.
 - For more information please refer to the General Unit [Benefits Summary](#).
 - This classification is represented by the San Mateo General Unit bargaining group.

Are You Ready? Apply.

Go to: <https://www.calopps.org/city-of-san-mateo> to complete an on-line employment application packet. All applicants must submit a completed official City of San Mateo employment application, résumé (*desired*), cover letter (*desired*), and supplemental questionnaire. You may also mail a complete application package to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

This recruitment will close by **5:00 p.m. on Friday, April 19, 2024**, or upon receipt of the first **50** applications with supplemental questionnaires, résumés (*required*), and cover letter (*desirable*), whichever occurs first.

Examination Process

All applications, résumés (*required*) and responses to supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these. **A proctored, written exam is tentatively scheduled for Wednesday, May 8, 2024.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. This list may also be used by other departments that have this classification. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by Department(s) and scheduled for additional departmental interviews.

Date Posted: April 3, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
ACCOUNTANT I-II**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)**

1. Describe your experience using Excel and accounting software.
2. Describe any experience you have with a month-end and year-end reconciliation process and close.
3. Describe your experience with financial analysis and reporting.