

## ACCOUNTING SPECIALIST II

### REVENUE DIVISION

*Are you interested in being a part of a dynamic city where your exemplary customer service skills will truly make a difference? Do you enjoy working in a fast-paced and diverse environment? Then, the Revenue Division may be the place for you!*



**First Review of Applications:**  
**October 11, 2018 @ Noon**

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## ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estately. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,439 residents. As a full service city, Fremont employs over 937 regular employees and has a General Fund budget of \$205.7 million for the 2018-19 fiscal year.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

## THE POSITION

The Accounting Specialist II position will provide a variety of customer service, financial and accounting duties in the preparation, maintenance and processing of accounting records and financial transactions within the Revenue Division of the Finance Department.

## EXAMPLES OF DUTIES

- Provide excellent customer service to residents and businesses in the City of Fremont.
- Central cashiering function for citywide services, including cash handling, issuing receipts and balancing cash bags, cash drawer and accounts on a daily basis.
- Perform difficult or specialized financial, accounting, or statistical office support duties in a centralized accounting setting, including accounts receivable, central processing and collection of City revenue and billings.
- Build and maintain positive working relationships with co-workers, other City employees and the public, applying principles of excellent customer service.
- Receive business tax, development fees and charges.
- Ensure proper authorization and compliance with City policies and procedures.
- Receive checks by mail and process and balance accordingly.
- Receive payments via internet and reconcile as needed.
- Record and post information, data or figures.
- Update electronic records and perform filing and research of numeric and alpha records.
- Assist with projects to maximize collection of City revenue, including researching returned mail.
- Perform a variety of general administrative duties such as typing, proofreading, and filing.
- Perform mathematical calculations thoroughly and accurately.
- Maintain a variety of manual and automated records.
- Provide information to the public or to City staff that may require the use of judgment and interpretations of City policies, procedures, ordinances, and regulations.
- Prepare Excel spreadsheets.
- Perform related duties as assigned.

## IDEAL CANDIDATE

The ideal candidate will have any combination of education and/or experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities necessary for job performance. A typical qualifying background would include completion of the twelfth grade or equivalent and two years of accounting and clerical experience. City government experience is a plus. A Bachelor's degree is preferred.

## ABILITY TO

- ◆ Ability and desire to provide excellent customer service.
- ◆ Work with the public face-to-face, by phone and e-mail, in a fast-paced environment.

## KNOWLEDGE OF

- ◆ Principles and practices of financial record keeping, bookkeeping.
- ◆ Applicable laws, rules and regulations.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Modern office practices and procedures.
- ◆ Computer equipment and software applications related to assignment and basic mathematics.

## SKILL IN

- ◆ Oral and written communication.
- ◆ Strong attention to detail.
- ◆ Microsoft Excel and Word—Proficient.
- ◆ High volume cash handling or cashiering.

## COMPENSATION & BENEFITS

The annual salary is \$58,797 - \$71,468, depending on qualifications.

Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at [Fremont.gov](http://Fremont.gov) or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit. The probationary period for this position is twelve (12) months.

## READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: [www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs).

The testing process for this position may include an individual and/or panel interview, written exercise, background investigation including credit and reference checks, and other selection components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### *Reasonable Accommodation*

*Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.*

## Tentative Recruitment Schedule

First Review of Applications: October 11, 2018

Oral Board Interviews/Excel Exercise: Week of October 22, 2018

Follow-up Interviews: Week of October 29, 2018

Start: December 2018

### SUPPLEMENTAL QUESTIONNAIRE - ACCOUNTING SPECIALIST II (REVENUE)

#### GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Accounting Specialist II (Revenue) position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Accounting Specialist II (Revenue). Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

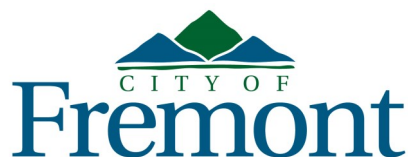
#### DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. Do you have cashiering experience? If so, what is your average daily or weekly number of transactions and average dollar amount of transactions processed? In your answer be sure to explain where you gained your cashiering experience and how long you performed the function.
2. How much experience do you have with face-to-face customer service? In your answer be sure to explain where you gained your face-to-face customer service experience and how long you performed the function.
3. What is your skill level in Microsoft office applications? ☐ Beginner ☐ Intermediate ☐ Advanced ☐ Expert
4. List and describe any other software applications that you have used in performing your current or previous jobs.
5. How many years of professional experience do you have performing technical or clerical accounting processes?

#### Human Resources Department

3300 Capitol Ave., Bldg. B  
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(510) 494-4660



*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*