



THE CITY OF HAYWARD is recruiting

## FINANCE TECHNICIAN

MONTHLY SALARY: \$6,000 — \$7,295



### DEADLINE TO APPLY

**Friday, April 10, 2020  
@ 5:00 PM**

Candidates are encouraged to apply online at:  
[www.hayward-ca.gov](http://www.hayward-ca.gov) or  
[www.GovernmentJobs.com](http://www.GovernmentJobs.com).

### COMPENSATION

Monthly Salary  
\$6,000 - \$7,295

*Plus excellent benefits package: see the [2020 Benefit Summary](#) on the City's Human Resources webpage for more details.*

### SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

*Applications submitted without all required materials will not be considered.*

### THE DIVISION

The Finance Administration Division provides department leadership, direction and administrative support to all Finance Department divisions. This division develops and manages the city-wide Operating Budget, the City's investment portfolio and also provides staff support to the City Council Budget and Finance Committee, as well as the City's Deferred Compensation and Investment Advisory Committees.

### THE POSITION

The City of Hayward is excited to announce its recruitment for the position of Finance Technician. Under the supervision of the Finance Manager, the Finance Technician performs a variety of complex and specialized finance and administrative duties and functions as a liaison between the Finance Department, citizens, and other City departments.

### IDEAL CANDIDATE

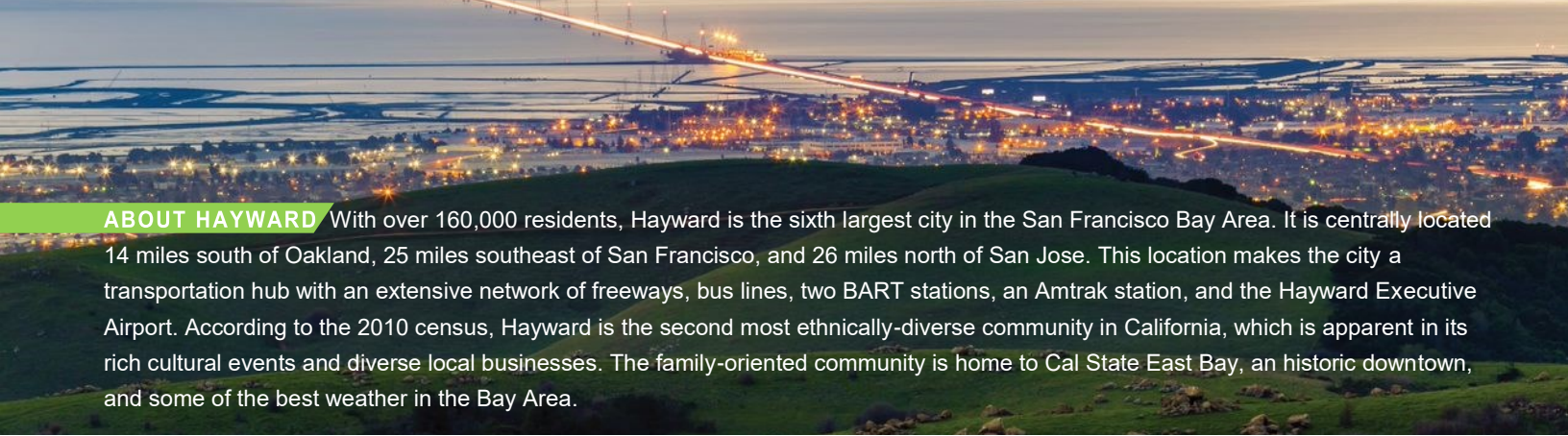
The ability to resolve technical problems is a key component. The ideal candidate will possess excellent attention to detail, is a resourceful and innovative problem solver, and able to comprehend and explain policies. Public sector payroll experience is highly desirable.

### DUTIES INCLUDE

Duties may include but are not limited to the following:

- Performs specialized and detailed work in the review and processing of various financial records and related materials; ensures the integrity of data and information related to area of assignment which may include cash management, payroll, accounts payable/receivable and consolidated billing.
- Analyzes and reconciles a variety of journals, accounts, reports and records; to prepare, process, and maintains accounting system records, and transactions.
- Prepares journal entries and general ledger reconciliations and performs month and year-end closing of accounting records; assists with City-wide budget development and monitoring.
- Balances financial information system controls; balances and posts financial transactions to ledgers and sub-ledgers and reconciles to the accounting system; and balances various other financial transactions with source documents and controls.
- Processes and prepares payrolls; responds to staff regarding payroll related questions; updates employee information in payroll systems.
- Maintains subsidiary records of fixed assets and depreciation, and tags all fixed assets.

**A complete job description can be found at [www.hayward-ca.gov](http://www.hayward-ca.gov)**



**ABOUT HAYWARD** With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of and ability to:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Research and compile technical and financial information.
- Operate a personal computer for data entry, inquiry, and report generation.
- Maintain confidentiality of a wide range of sensitive information.

**A complete job description can be found at [www.hayward-ca.gov](http://www.hayward-ca.gov)**

### MINIMUM QUALIFICATIONS

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Three (3) years of increasingly responsible experience performing financial/statistical record keeping and accounting/bookkeeping duties.

**Education:** Equivalent to an Associate's degree from an accredited college or university in accounting, finance or a related field.

**License:** Possession and maintenance of a valid Class C California Driver's License.

### DATE OF EXAMINATION

Practical Exam – Tentatively scheduled for the week of May 11, 2020

### HOW TO APPLY

In order to be considered, candidates must submit a completed job application *and* responses to the Supplemental Questions. *Applications submitted without all required materials will not be considered.*

Candidates are encouraged to apply online at [www.hayward-ca.gov](http://www.hayward-ca.gov) under the Current Vacancies tab or at [www.GovernmentJobs.com](http://www.GovernmentJobs.com). Apply prior to the closing time of the job announcement and allow at least one (1) hour to submit your application if you are a new user to the system. Our on-line application system is provided by Government Jobs. If you have problems while applying online, please contact the Government Jobs Help Desk at (877) 204-4442.

**Supplemental questionnaire required. Please refer to online posting for details.**