



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

**ACCOUNTANT -  
#24A-11**

**SALARY:**  
\$9,216.00 - \$11,062.00 / Monthly

*Hybrid Schedule Options Available*

**Closes, May 7, 2024 at 11:59 pm**  
(Open April 16, 2024)

*Interested in joining the Redwood  
City team?*

**Submit your application via:**  
[www.CalOpps.org](http://www.CalOpps.org) by **Tuesday, May, 7, 2024**, Oral Board Interviews tentatively scheduled for **Thursday, May 26, 2024** and will be conducted virtually via Zoom.

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of application.

All applications will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



**WHY JOIN THE REDWOOD CITY TEAM?**

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of *excellence, integrity, service, collaboration, inclusion and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Finance Department team that fosters innovation, creativity, and collaboration, we hope you'll apply.

**ABOUT THE DEPARTMENT**

Redwood City's Finance Department shares an exceptional spirit of camaraderie, always finding ways to bring fun and laughter into the financial backbone of the organization. The Department manages payroll; accounts payable; accounting; compliance with the purchasing ordinance; budget preparation and annual financial reporting; and treasury management, including investments and debt administration. Team members practice a strong work ethic and attention to detail; celebrate innovation; and seek out continuous improvements to strengthen quality of service and internal controls and streamline processes.

**ABOUT THE POSITION**

The City of Redwood City is recruiting for a dynamic individual to fill the position of **ACCOUNTANT** in the Finance Department, which provides financial support services to an organization with annual expenditures of over \$300 million.

This position will report to a Senior Accountant and will be responsible for areas within general accounting and accounts payable. The selected candidate will provide the department with highly responsible technical and professional staff support.



## BENEFITS

The successful candidate will enjoy the following RCMEA benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options ; The City pays 90% of the CalPERS Bay Area Kaiser Family premium rate up \$2,248.80 .
- **Dental & Vision Insurance:** The City pays 90% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$2,000 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

## THE IDEAL CANDIDATE

Will have progressively responsible experience in general governmental accounting. Moreover, this will be a person who: enjoys participating in team projects; communicates clearly, both orally and in writing, and interacts well with a variety of people using team building skills and proactive communication; is a problem solver, not necessarily by solving problems as they arise, but by identifying and analyzing issues before they become major problems; is knowledgeable in all Microsoft Office products, especially Excel and PowerPoint; is able to apply generally accepted accounting principles; has strong analytical abilities; has experience working with outside auditors and preparing financial statements; wants to develop and broaden existing skills and experience; is creative and has the ability to take risks and admit mistakes; and has a sense of humor.

### A few typical responsibilities include, but are not limited to:

- provide general accounting support for a variety of functions;
- coordinate and assist in preparation of the Annual Comprehensive Financial Report and other annual reports;
- share responsibility for monthly and annual general ledger review;
- participate in the development of enhancements to the City's new enterprise resource planning system (Oracle), including maintenance of workflows;
- Work closely with the Information Technology team to ensure that financial reports are available citywide;
- prepare bank and third party financial statement reconciliations;
- perform the technical accounting aspects of preparation and processing of accounts payable;
- establish and maintain journals, ledgers, and supporting financial records;
- review, develop and modify accounting methods and internal auditing procedures to improve effectiveness of existing procedures and to ensure conformance with existing policies;
- oversee the petty cash system of the City;
- assist with the daily calculation of cash in the bank to ensure an adequate cash balance;
- participate in the accounting for regional wastewater treatment facility;
- other related duties as assigned.



## **MINIMUM QUALIFICATIONS:**

*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:*

### **Education:**

- Education equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

### **Experience:**

- Experience equivalent to five years in a paraprofessional or professional accounting or related field that provides the requisite knowledge to succeed in this position.

### **Licenses & Certificates:**

- Possession of, or ability to obtain, a valid California driver's license.

### **Knowledge of:**

- General and municipal accounting and auditing standards, principles, practices, methods and procedures.
- Microsoft Office applications, including Microsoft Teams.
- Enterprise Resource Systems (ERP), such as Oracle or Tyler Munis
- Applicable laws and regulations of public finance and fiscal operations.
- Financial administration practices and concepts.

### **Skill to:**

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

### **Ability to:**

- Analyze and interpret financial and accounting records; examine, prepare and verify financial statements, reports and documents.
- Represent the City and Department effectively in contacts with representatives of other agencies, City departments, and the public.
- Learn, interpret and apply laws, rules and regulations, including GASB pronouncements, regarding accounting and auditing practices in relation to the maintenance of accounting transactions and financial records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Organize work, establish priorities, and meet deadlines.
- Monitor and analyze budgets, both revenue and expenditure.
- Deliver quality work products.
- Work and think proactively and positively.
- Analyze systems for improvements in efficiencies, quality, and accuracy.



**A City application and supplemental questionnaire are required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. Credit Check
3. DMV Check
4. Fingerprint Check

**Note:** internal candidates may be required to complete the above-mentioned requirements.

**Special Instructions:** A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

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**SUPPLEMENTAL QUESTIONNAIRE  
ACCOUNTANT #24A-11  
CITY OF REDWOOD CITY**

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*Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)*

1. Describe the functional areas you have direct experience working in such as Accounting, Budget Development and Administration, and/or Forecast Development and Analysis.
2. Please explain your experience with account reconciliations, including bank reconciliations and/or other balance sheet account reconciliations.

**Fine Print.** [\*The City of Redwood City is proud to be an Equal Opportunity Employer!\*](#)  
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice*