



# TOWN OF ROSS

invites applications for

## SENIOR ACCOUNTANT





# SENIOR ACCOUNTANT

The Town of Ross is seeking a full-time, hands-on **Senior Accountant**. This position will **perform complex public accounting duties**.

## IDEAL CANDIDATE

The Senior Accountant performs complex and responsible professional accounting work, including auditing, analyzing, and reconciling financial records, preparing financial reports in accordance with GAAP, processing payroll and benefits, maintaining the accounting system, assisting with budget preparation, and supporting year-end audits. This role also provides technical guidance to Town staff on accounting practices and ensures compliance with financial regulations.

A Bachelor's degree in accounting, finance, public or business administration, or a related field, along with five years of increasingly responsible experience in professional public accounting, is required.

The Senior Accountant must possess and maintain a valid California Class C driver's license. A Certified Public Accountant (CPA) license is desirable.

## The Ross Community



Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles north from the Golden Gate Bridge and 6 miles west from the Richmond-San Rafael Bridge. It is primarily a single-family residential community of approximately 2,530 residents. The town center includes the wonderful Ross Common, the nationally renowned Ross School and the small and charming Ross commercial area.

## THE POSITION

*(not limited to the following)*

Must have knowledge of:

- General and governmental accounting principles, practices, and methods, including financial analysis, program budgeting, auditing, payroll processing, project accounting, and record-keeping.
- Modern office software and data processing systems applicable to accounting, payroll, and operations management.
- Payroll record-keeping, processing, reporting, and compliance requirements for Federal, State, and local agencies, including CalPERS reporting and benefits administration.
- Human resources practices, labor relations, and principles of confidentiality and regulatory compliance.
- Applicable Federal, State, and local laws, regulations, and ordinances related to accounting, payroll, and human resources functions.
- Research and reporting methods, technical report writing, and effective correspondence preparation.
- Techniques for representing the Town in professional and regulatory settings and delivering excellent customer service to staff, vendors, and the public.

## COMPENSATION & BENEFITS

- Salary range \$115,476 to \$133,680 annually; cost of living increase planned for July 2025
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for PEPRA members
- Cafeteria Plan contribution to cover 100% of the cost of Kaiser
- Dental Care
- Vacation, Sick Leave
- Long Term Disability & Life Insurance
- 13 Paid Holidays
- Hybrid remote schedule available upon agreement with Town Manager

# SENIOR ACCOUNTANT

The Senior Accountant receives **general supervision** from the Town Manager and may also **exercise technical and functional direction** and provide training to other Town Staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer and implement financial, revenue, budget, and accounting programs, including accounts receivable, accounts payable, investments, fixed assets, payroll, financial reporting, and budget monitoring.
- Analyze and reconcile balance sheet, revenue, expenditure accounts, and bank statements to the general ledger, ensuring compliance with applicable regulations.
- Research and resolve financial discrepancies, ensuring fiscal accountability and preparing detailed financial reports for internal and external stakeholders.
- Prepare journal entries with supporting documentation and coordinate monthly and year-end ledger closings.
- Prepare audit schedules, reports, and statements, and ensure compliance with grant reporting and financial audits.
- Coordinate payroll processing and benefit administration, including tax reporting, pension reporting, and accurate cost allocation.
- Participate in annual budget preparation, assisting with projections and monitoring expenditures.
- Conduct research on human resources and labor relations matters, while maintaining confidentiality.
- Prepare statistical analyses, financial reports, and technical documentation, ensuring compliance with regulatory requirements.
- Provide professional guidance and training to staff on accounting processes and procedures, fostering continuous improvement.
- Draft quarterly financial and investment reports.

## ABILITY TO

- Analyze financial data, draw sound conclusions, and prepare accurate financial statements and reports in accordance with GAAP.
- Review, reconcile, and maintain accurate payroll and employee benefit records, addressing complex issues with integrity and confidentiality.
- Interpret and apply Federal, State, and local policies, laws, and regulations to ensure compliance across assigned areas of responsibility.
- Train, supervise, and evaluate staff, providing clear guidance and maintaining high standards of accountability.
- Organize and prioritize multiple projects and tasks effectively to meet critical deadlines while ensuring accuracy and attention to detail.
- Communicate clearly and professionally in writing and verbally, using tact, discretion, and independent judgment in politically sensitive situations.
- Develop and maintain effective filing, recordkeeping, and tracking systems to ensure operational efficiency.

## HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume with the month/year of employment
- Town of Ross Employment Application found at [www.townofrossca.gov](http://www.townofrossca.gov).

Submit application materials via email to [cmartel@townofrossca.gov](mailto:cmartel@townofrossca.gov).

**Deadline to apply: April 30, 2025**

***Panel interviews will be held on May 7 & 8***

*The Town of Ross is an equal opportunity employer. Please contact Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext. 105.*