



Senior Accountant/ Financial Supervisor

The Position

Under general supervision, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial reports and statements in accordance with Generally Accepted Accounting Principles (GAAP), providing information to other Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes payroll, benefits and human resource data; maintains the accounting database system; participates in the preparation of various budgets; prepares year-end audit reports and schedules; assists with benefits administration; may provide lead supervision to other accounting and administrative staff; provides highly responsible staff assistance to the Finance and Administrative Services Director; and performs related work as required.

Ideal Candidate

The ideal candidate will be an organized self-starter with a customer service focus who is experienced in both accounting and benefits in a government setting. This role is well suited for a hands-on professional that enjoys taking on a wide variety of accounting, finance, and benefits administration related tasks, is a team player, and an excellent communicator. Knowledge of governmental accounting practices and procedures is highly desirable.

The Department

The Administration and Finance Department administers the Town's \$16.5 M annual General Fund budget and provides for the Town's administrative, fiscal, personnel, property management, public information and record keeping functions. Its staff manages labor relations, inter-governmental relations, business license administration, risk management and insurance administration, franchise agreements for local services, and state and federal mandates such as Americans with Disabilities Act. The Department provides administration and coordination for Town policies, programs, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Town reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex professional and technical assistance in the administration and implementation of financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings.
- Analyzes and reconciles balance sheet accounts and expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger processing and closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with GAAP.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, fixed assets, and payroll.
- Prepares various local, state, federal, and other outside agencies' reports.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, and monitoring expenditures.
- Participates in the preparation of audit schedules and reports for external auditors and provides assistance during the annual auditing process and program audits throughout the year.
- Reconciles asset, liability, revenue, expenditure accounts, reconciles bank statements to the general ledger and prepares technical transactions in compliance with all applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops, prepares and files a wide variety of financial reports and statements including the State Controller's Report.
- Reconciles data from the grant database to the general ledger.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares quarterly and annual tax reports and returns; ensures compliance with applicable Federal, State, and local laws, rules, and regulations.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Performs research and analysis related to a variety of human resources and labor relations projects, including employee-employer relations matters, negotiations and collective bargaining agreements.
- Performs confidential research related to human resources issues; compiles and evaluates data and makes recommendations to appropriate individuals(s).
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and checks, and receipts.

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- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Provides support and vacation coverage for other accounting and administrative staff when needed.
- Assists management with special projects as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles, practices, procedures and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, project accounting, other record keeping and the application to operations.
- General principles and practices of data processing and its applicability to accounting and operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various State and Federal agencies and benefit providers.
- Basic principles and procedures of benefits administration.
- Demonstrated knowledge of human resources practices and operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Committee in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Committee staff.

Ability to:

- Analyze financial data and draw sound conclusions.

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- Prepare accurate, clear, complete, and concise financial statements and reports in accordance with GAAP.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee benefits records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Train, supervise and evaluate the work of employees.
- Lead, coach, instruct, and motivate employees.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematics, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted while working.

EXPERIENCE AND TRAINING:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public/business administration, or a closely related field and five (5) years of responsible professional public accounting experience.

LICENSES AND CERTIFICATIONS:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Certificate of Public Accountant License is highly desirable.

Compensation and Benefits

Monthly salary for this 40 hour per week position ranges from \$7,364 - \$8,953, which includes a ten percent increase of the incumbent's salary for as long as the position is responsible for the Ross Valley Fire Department finance functions. The Town implemented a 5% reduction-in pay to base pay for all non-represented employees effective July 1, 2020, this reduction will continue through the pay period which coincides with June 30, 2021. A *The Town of San Anselmo supports workplace diversity and is an equal opportunity employer.*

comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cash-back pay of up to \$365 per month is provided if insurance coverage is waived. This position is non-represented mid-management position.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for Imagination Park as well for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Monday January 11, 2021 at 3 pm will receive first consideration.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Or email to hr@townofsananselmo.org

Employment applications are available online at
[https://www.townofsananselmo.org/129/Employment Opportunities](https://www.townofsananselmo.org/129/Employment%20Opportunities)

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