



**JOIN OUR COLLABORATIVE TEAM TODAY!**

The City of East Palo Alto invites qualified candidates for the position of

## **SENIOR ACCOUNTANT**

Salary: \$103,666 - \$126,007 Annually

\$8,638 - \$10,500 Monthly

Plus, an attractive benefits package

Deadline to apply: Tuesday, May 13, 2025, at 11:59 PM



## THE CITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The population is approximately 30,000, with an area of approximately 2.5 square miles.



## THE DEPARTMENT

The Finance Department is responsible for all the financial activities for the City. This includes:

### **Accounting and Financial Reporting**

- Audit
- Financial reporting

### **Financial Operations**

- Accounts payable
- Accounts receivable
- Payroll
- Treasury
- Grant management
- Debt management

### **Budget and Financial Planning and Analysis**

- Annual budget development
- Budget monitoring and forecasting



## THE POSITION

The City of East Palo Alto is seeking a collaborative, meticulous, outgoing Senior Accountant. The Senior Accountant performs financial accounting and budget preparation, analysis and maintenance, payroll analyses, reconciliation of various accounts, set up and monitor capital assets, purchasing activities and a variety of professional accounting tasks relative to the assigned area of responsibility for the City and East Palo Alto Sanitary District (EPASD).

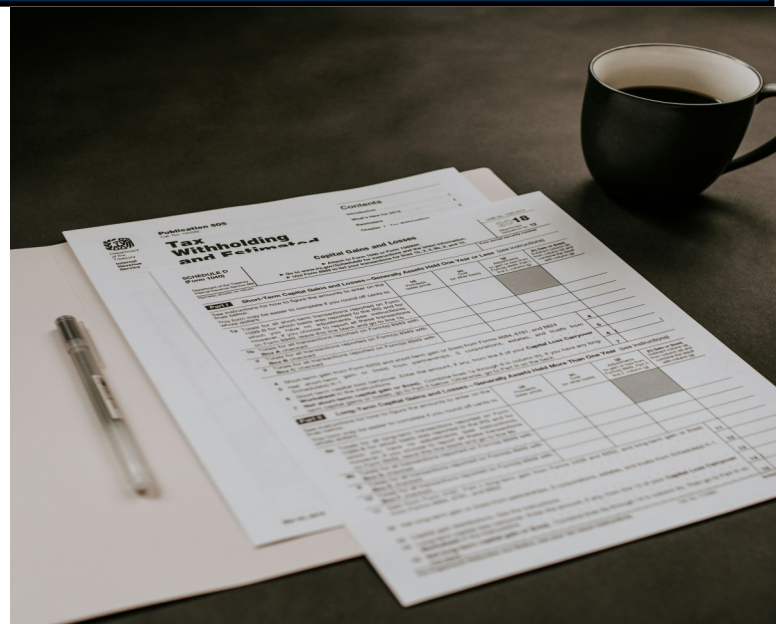
This is an open, competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotion and an open list of all other non-current EPA employees.



# THE IDEAL CANDIDATE

The ideal candidate will:

- Have the capabilities to work independently and collaboratively, performing tactical and technical daily transactions and routine-level tasks while providing strategic and lead-level guidance.
- Be able to adjust quickly to changing priorities and conditions, and establish positive relationships with employees, the public, and other stakeholders.
- Effectively and professionally communicate orally and in writing, with an ability to understand and speak to the concerns of others.
- Exercise sound independent judgment, tact, discretion, impartiality, diplomatic demeanor, and professionalism when providing exemplary customer service.
- Interpret and process financial data, records, and transactions, and resolve technical accounting problems.
- Basic knowledge of utility operations. (Desired)
- Possess professional accounting experience in local government or municipality; highly desired, but not required.



## QUALIFICATIONS

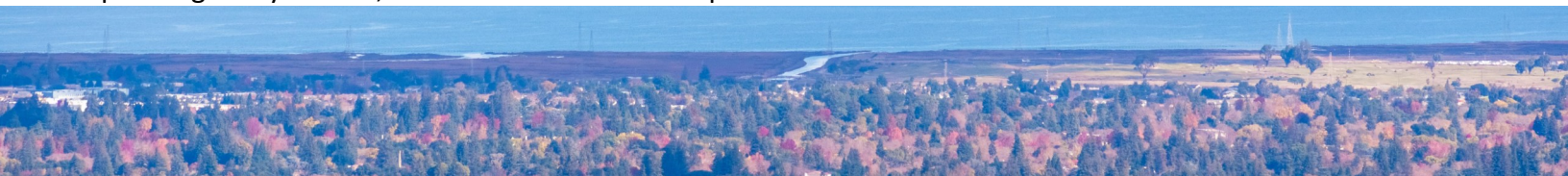
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to a bachelor's degree with major coursework in Accounting, Finance, Business Administration, Public Administration, or a related field.

**Experience:** Four (4) years of experience performing progressively responsible fund accounting and auditing experience, preferably within a municipality.

### **License and Certifications:**

- The ability to convey oneself to and from geographical locations frequently and timely.
- If operating a City vehicle, a CA driver's license is required.





## BENEFITS

The City of East Palo Alto offers an excellent comprehensive benefits package that includes:

**Union Membership:** This position is a part of the Management Employee Association (MEA).

**Health Benefits:** For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan.

**Dental insurance:** is through Delta Dental. The city pays full cost for employees only.

**Vision:** Supplemental Insurance with VSP (employee paid)

**Long Term Disability:** City paid.

**Life Insurance:** The City pays for coverage of Basic Term Life:

\$75,000 Mid-Managers

**Retirement:** PERS Classic Members – 2.5% @ 55 formula Employee pays 8% employee contribution

PERS New Members—2% @ 62 formula Employee pays 7.75%

\* Three (3) year average final compensation.

**Sick Leave:** 3.7 hours biweekly

**Vacation:** Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City

**Holidays:** 13 Paid Holidays per year

**Management Leave:** up to sixty (60) hours of Management Leave annually for those employees who are exempt from the overtime provisions of the FLSA.

**Bilingual Pay:** Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing a bilingual test.

**Deferred Compensation Plan:** The City offers an optional 457 Plan through Mission Square.

**Employee Assistance Program (EAP):** The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.



## HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org.

<https://www.calopps.org/city-of-east-palo-alto>. Or scan the QR code below. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

**The deadline to apply, is Tuesday May 13, 2025 at 11:59 PM**

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting, [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org), or (650) 853-3116.

Recruitment Services Provided By:



SCAN ME



**THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER**