

THE CITY OF FREMONT IS HIRING!

SENIOR ACCOUNTING SPECIALIST

(HUMAN SERVICES DEPARTMENT)

Recruitment Timeline

First Review of Applications:

July 17, 2023

Interested applicants are encouraged to apply as soon as possible

Interviews:

Tentatively week of July 24

Compensation & Benefits

Annual Salary Range:
\$73,449 - \$89,278

The salary range is scheduled to receive a 5% wage increase in July 2023.

A summary of benefits can be viewed online: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group.

[Apply Here!](#)



The City of Fremont's Human Services Department has an exciting opportunity to join a dynamic team!

The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources. The Department's nationally and internationally recognized programs support thousands of residents throughout their life course, from infants to elders. The department offers a hybrid working environment which is friendly, supportive, collegial and, where staff of many disciplines come together to problem solve, compassionately assist those in need, learn together and share successes.

The Administration Division of HSD specifically supports a robust grants program that administers federal and local funding that addresses the needs of lower income Fremont residents. The Department receives approximately \$2.2 million in annual federal funding from the Department of Housing and Urban Development (HUD) and an additional \$800,000 in local funding to administer to non-profit and community agencies that provide vital services to Fremont's most vulnerable residents.

The Position

The Senior Accounting Specialist is responsible for a variety of advanced level fiscal clerical assignments. This position provides administrative support of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME) programs related to affordable housing and services to low income residents.

Examples of Job Duties

- Prepare and execute contracts for CDBG, ESG, HOME, and SSG Grant Programs.
- Provide contract administration/clerical support, which includes keeping and maintaining detailed records and information required by federal grant programs.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

Examples of Job Duties (Continued)

- Prepare and execute purchases orders, process invoices, and keep grant accounting records.
- Provide support of the CDBG Citizen Advisory Committee (CAC) meetings and provide assistance through the coordination of the meeting schedule, preparation of meeting agendas, summary notes of meetings, and other materials (requires evening attendance).
- Assist in the Request for Proposal (RFP) Process for all grant programs and provide assistance in operating Zoom Grants for the intake, review, and final scoring of grant proposal applications.
- Provide customer service assistance to subgrantee agencies for a variety of contract administration needs.
- Prepare, organize, and maintain records needed to help programs meet audit requirements.
- Process CDBG Rehabilitation loan payoff and subordination requests. Research and analyze loan agreement regulations on a case-by-case basis.
- Maintain and track revenue, interest, and loan grantee accounting records to support processed transactions related to loan payoffs and periodic loan repayments.
- Conduct annual recertification process for CDBG Rehabilitation Loan Program to ensure participants are compliant with CDBG requirements.
- Development and maintain spreadsheets to track financial grant accounting for more than 40 agencies.
- Communicate with funding applicants to ensure mandated documents are available for review.
- May provide lead direction over assigned clerical personnel.
- Prepare and track mid-year and year-end performance reports.
- Other related duties as assigned.

Ideal Candidate

The Human Services Department is seeking a motivated individual who has knowledge of the methods, practices, and terminology used in grant accounting clerical work. The ideal candidate is someone who is well versed or can quickly learn the pertinent rules, laws and policies regarding municipal grant accounting methods as they relate to the administration of federal grant programs. In addition, the successful candidate must demonstrate the ability to clearly and concisely communicate orally and in writing, while comfortably working in a diverse, fast-paced environment.



Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, and two years of accounting clerical experience at the journey level. Work experience with CDBG, ESG, HOME or any grant programs with a municipal agency is highly desirable.

Licenses/Certifications/Special Requirements

- Possession of a valid Class C California Driver's License is required by time of appointment.

Application Process

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.



Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Senior Accounting Specialist position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

- 1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - Yes
 - No
- 2.** What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree or higher
- 3.** Do you possess a current and valid California Driver's License?
 - Yes
 - No
- 4.** Describe your grant accounting clerical experience. Include the following details in your response:
 - Number of years of experience
 - Position(s) held
 - Type of grant accounting clerical work performed, such as billing, maintaining records, payroll, purchasing, supporting boards/commissions, preparing reports, etc.

Please limit your response to no more than 500 words.
- 5.** Describe your experience with databases and Microsoft Office Suite such as Word, Excel, Outlook, Teams, and One Drive.

Please limit your response to no more than 500 words.
- 6.** Briefly describe a situation when you provided exceptional customer service.

Please limit your response to no more than 500 words.
- 7.** Describe your experience working with grant programs.

Please limit your response to no more than 500 words.