



Now Accepting Applications:

Senior Accountant

\$6,764—\$8,222 monthly Depending upon Qualifications

Full time 1-year limited term contract.

Opened Until Filled: first review of applications August 5, 2022

6000 Heritage Trail
Clayton, CA 94517
Phone: 925-673-7300

The Department and Position

Do you want to be a part of some exciting changes in the Finance Department at the City of Clayton? Apply to join our team and work cross-functionally in a collaborative environment. We are looking for a person with a great attitude who likes to multi-task, takes initiative and is flexible. The Senior Accountant will work under the direction of the Finance Director and will have the opportunity to work with all departments in the City. We recently implemented ClearGov, a new budget software, and Paylocity, a payroll HRIS system. We are looking for a person who has new ideas and wants to contribute to streamlining processes and procedures, reviewing and re-developing our finance and accounting functions. We are also working on digitizing all our systems so that our workflow is paperless. The ideal candidate will have a solid background and accounting education and governmental accounting experience, be great with technology and be motivated to gain new skills.

Qualifications

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field and three years of increasingly responsible government/municipal accounting experience. Experience with Blackbaud Financial Edge Software or another Fund Accounting software is preferred.

Possession of a valid Class C California driver's license by date of appointment.

Examples of Duties

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversees and participates in professional accounting activities, including general ledger reconciliation, financial reporting, budgeting, project and grant reporting and auditing; reviews and analyzes various records and reports; and responds to inquiries.
- Reviews ledgers, registers, journals and related financial record keeping documents; ensures compliance with established governmental accounting standards and procedures; makes corrections and adjustments; and balances funds.
- Oversees a variety of accounts and general ledgers; and prepares monthly fiscal reports and special reports relating to the progress in assigned account areas.
- Performs treasury functions such as maintaining cash controls, monitoring cash requirements, managing investments and maintaining relationships with banking institutions prepares related reports for the Finance Director, City Manager, and City Council as needed.
- Reviews, helps develop and implements policies and procedures for managing, monitoring and improving the efficiency and effectiveness of daily, monthly, quarterly and year-end fiscal processes.
- Reviews financial system reports for revenues and expenditures; and makes corrections and adjustments.
- Monitors and balances various accounts, including verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Reconciles subsystems data to main system data; researches out of balance and other identified variances; and prepares recommendations, including bank reconciliations and balance sheet reconciliations.
- Reviews draft communications for availability of funds; and makes corrections and adjustments to financial sections of communications.
- Prepares or assists in the preparation and review of the City's financial statements including quarterly financial statements, Annual Comprehensive Financial Report, single audit reports, and other recurring and ad hoc reports.
- Provides assistance to external auditors in support of the annual and special audits; and prepares responses to audit findings and resolutions.
- Serves as a liaison with City departments and provides assistance to City staff in matters related to financial accounting policies and procedures.
- Oversees payment of payroll taxes, wage garnishments and child support payments, and resolves issues and problems related to these items.
- Reviews payroll interface with general ledger; makes corrections; and posts to account.
- Reviews relevant city, state and federal payroll tax reports and statements with Payroll provider

- Reviews payroll.
- Provides back up for accounts payable and payroll processing.
- Performs other related duties and ad hoc projects as required.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operations, services and activities of an accounting and financial reporting program.
- Knowledge of principles and practices of general and municipal accounting and auditing.
- Knowledge of principles and practices, rules and regulations for grant administration and financial reporting.
- Knowledge of project accounting, government accounting standards and fund accounting.
- Knowledge of bookkeeping and recordkeeping procedures.
- Knowledge of principles and practices of payroll preparation and distribution.
- Knowledge of rules, regulations and reporting requirements for payroll taxes.
- Knowledge of auditing principles, practices, rules and regulations.
- Knowledge of modern and complex principles and practices of government fund accounting.
- Knowledge of public funds investment principles and practices.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Specialized computer systems used in financial reporting and general accounting.
- Pertinent Federal, State and local laws, codes and regulations.
- Skill in organization and time management.
- Skill in accounting, bookkeeping, and payroll.
- Skill in financial analysis.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to prepare complex financial statements.
- Ability to analyze data and resolve complex financial issues.
- Ability to review Federal, State and local payroll tax reports.
- Ability to apply principles and procedures governing municipal accounting.
- Ability to coordinate internal and external audit activities.

- Ability to interpret and explain City policies and procedures.
- Ability to make recommendations and prepare related journal entries.
- Ability to prepare clear and concise statistical and financial reports.
- Ability to operate a variety of computerized equipment including various software and mainframe programs, and specialized computer systems used in financial reporting and general accounting.
- Ability to establish and maintain effective working relationships.

Compensation

The current full-time salary range of pay is \$6,764 per month - \$8,222 per month, paid bi-weekly. Placement within the salary range is dependent on the selected candidate's experience. The position is fully benefited. The benefits are described in the Miscellaneous Employees Labor Agreement on the Cities website: <https://claytonca.gov/human-resources/city-of-clayton-compensation-and-benefits/>. This position is approved in our Fiscal Year 2023 budget for a one-year limited term.

Our Community

The City of Clayton (population approx. 11,653), tucked at the base of scenic Mt. Diablo in desirable Contra Costa County, offers a charming and safe small-town atmosphere wherein residents take great pride and actively participate in their community.

Selection Process

Please provide a thoughtful cover letter, resume and city application (which can be found here: <https://claytonca.gov/human-resources/>). Please email all the above documents to janetc@claytonca.gov and put in the email subject line: RE: Senior Accountant Position.

Open until filled. Initial screening of applications is based on quality of experience, education and training. Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in panel and individual interviews. The successful finalist must pass a Live scan/ DOJ fingerprint check, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position.

NOTE: The City of Clayton has a mandatory COVID vaccination requirement. Therefore, the employee must show proof of vaccination prior to employment. Medical exemptions will be reviewed and considered.