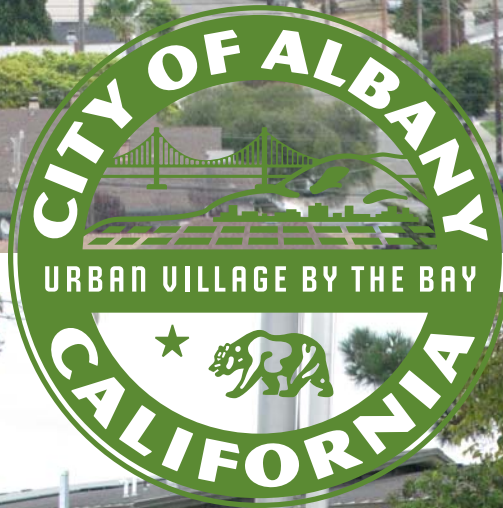
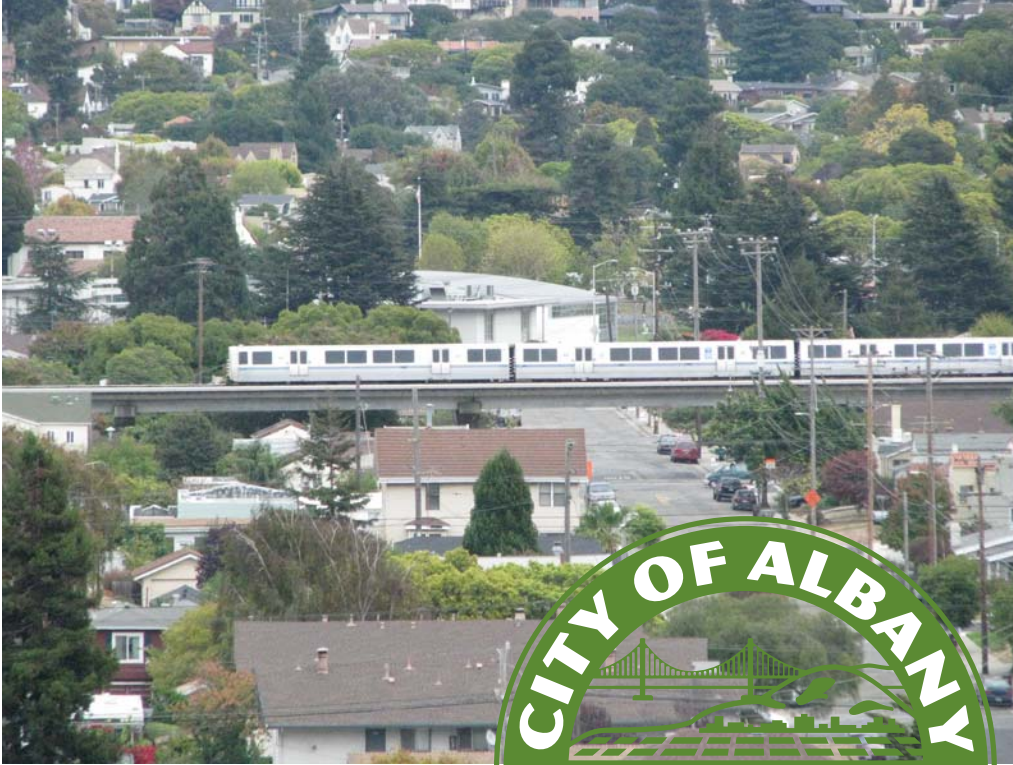


ALBANY MUNICIPAL SERVICES

(A Joint Powers Authority with the City of Albany)

ACCOUNTANT/SENIOR ACCOUNTANT



URBAN VILLAGE
BY THE BAY





ABOUT THE CITY

Albany, California is a city of 18,800 residents located in the greater San Francisco Bay Area. The City is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy, and sustainable environment. Surrounded by the San Francisco Bay to the west, the Berkeley Hills to the east, and the communities of Berkeley, El Cerrito, Kensington, and Richmond, Albany's 1.7 square miles offer a fascinating diversity.

Albany prides itself on being a safe, community-oriented city with strong services and programs for youth, families, and senior citizens. The City is comprised largely of single-family homes and small businesses with its own "Main Street", Solano Avenue. Albany is located next to the University of California, Berkeley, and has its own highly ranked public school system, providing a warm environment for students and family alike. Community events, the arts and a vibrant commercial district cater to the needs of the community. Albany is centrally located for optimal access to walking, hiking and biking paths so famed in the East Bay area, and it offers the charms of small-town living while being located in a major metropolitan region.

CITY GOVERNMENT AND THE ORGANIZATION

Albany is a charter city under a Council-Manager form of government. The five Council members are citizens elected at-large for four-year, staggered terms. The Mayor and Vice Mayor are selected by the Council.

The City Manager and the City Attorney are appointed by the Council, while the City Treasurer is an elected, part-time position. The City is organized into the departments of: Community Development, Finance, Administration, Fire, Police, Public Works,

and Recreation & Community Services.

Albany's proposed FY2015/16 budget is \$23.1 million. The City currently employs approximately 97 full-time and 35 part-time seasonal staff members.

THE POSITION AND THE IDEAL CANDIDATE

This is a single position classification. The position may be filled at either the Accountant or Senior Accountant level depending on experience and qualifications.

Incumbents perform the full range of routine and complex departmental accounting and record keeping programs under minimal supervision. The Accountant/Senior Accountant position is an advanced specialist or lead in the accounting series, and exercises a high degree of independent judgment on diverse and specialized accounting projects, and has significant accountability and ongoing decision-making associated with his/her work.

Duties may include, but are not limited to the following (for the complete job description, please visit the City's website):

- ◆ Provides complex professional & technical assistance in the administration and implementation of the City's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.
- ◆ Performs professional accounting work in accordance with a prescribed automated and manual accounting system, generally accepted accounting principles (GAAP), and Governmental Accounting Standards Board (GASB).
- ◆ Prepares monthly, semi-annual, and annual reports for City Council meetings, including the City Treasurer's Report.
- ◆ Directs year-end closing of accounting records. Prepares reports and work papers for annual audit. Assists auditors in the review of the financial activity. Assists in preparation of the Comprehensive Annual Financial Report (CAFR).

The ideal candidate will have knowledge of:

- ◆ Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.

- ◆ Government Fund Accounting, governmental accounting principles, and general bookkeeping practices and procedures.
- ◆ Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.

EDUCATION AND EXPERIENCE

The position may be filled at either the Accountant or Senior Accountant level depending on experience and qualifications.

ACCOUNTANT:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying.

- ◆ Graduation from an accredited four-year college or university with major course work in accounting, finance, business administration, or a closely related field; and,
- ◆ Two (2) years of accounting experience preferably in government accounting preparing budgets and financial statements.
- ◆ Additional experience may be substituted for the education requirement on a year-for-year basis to a maximum of two (2) years, provided that at least 30 core semester units in accounting have been obtained.

SENIOR ACCOUNTANT

- ◆ Graduation from an accredited college or university with major course work in accounting, finance, business administration, or a related field; plus,
- ◆ Five (5) years of increasingly responsible professional experience in accounting in a government agency; or, a graduate program in accounting, business administration, or related business discipline; plus
- ◆ Prior governmental fund accounting experience; and,
- ◆ CPA certification is highly desirable.

COMPENSATION

The City of Albany offers a very competitive compensation and benefits package. The salary range for each position is:

ACCOUNTANT: \$68,460 to \$83,220

SENIOR ACCOUNTANT: \$79,080 to \$96,120
annually, depending on qualifications.

BENEFITS

The current benefits package includes:

RETIREMENT

- ◆ CalPERS Classic Members participate in a 2% @ 60 retirement formula.
- ◆ New CalPERS Members as defined by PEPRAs participate in a 2% @ 62 formula
- ◆ This position does not participate in Social Security.

HEALTH INSURANCE

- ◆ 9 CalPERS Health Plans to choose from (HMO & PPO).
- ◆ Employer-paid family health insurance at the Kaiser premium level (based on coverage level).
- ◆ Deferred compensation in-lieu of health insurance at Kaiser Single Rate for employees choosing to opt out by providing proof of outside coverage annually.

OTHER INSURANCE

- ◆ Fully-paid family dental insurance through Delta Dental.
- ◆ Orthodontia reimbursement plan.
- ◆ Life insurance, \$50,000 employer paid.
- ◆ Long-term Disability Insurance.

OTHER BENEFITS

- ◆ **Vacation:** 11 to 22 days of vacation per year.
- ◆ **Administrative Leave:** 9 days of administrative leave per year, with a partial cash-out option.
- ◆ **Holidays:** 11 holidays per year.
- ◆ **Floating Holidays:** Three floating holidays per year.
- ◆ **Sick Leave:** 12 days of sick leave per year.

Optional Participation:

- ◆ A Section 457 deferred compensation program, administered through ICMA.
- ◆ Section 125 flexible spending benefits plan for health care and dependent care expenses.
- ◆ Commuter Benefits

Additional information regarding benefits can be found on the City's website.

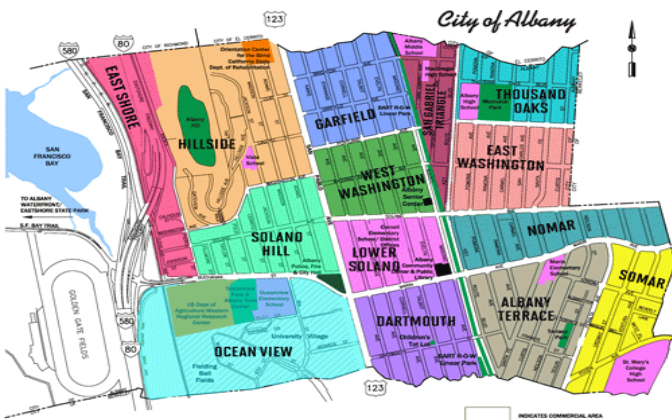




THE PROCESS

Following a thorough appraisal of all application materials, the most highly qualified applicants will be invited to continue in the selection process. The selection process will include a written examination and an oral board interview. Applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. This job announcement is meant only as a general descriptive guide and is subject to change. It does not constitute an expressed or implied contract.

Candidates selected for advancement will be required to complete and pass a 10-year employment history verification, which will include Live Scan fingerprinting, credit check, and a Criminal History Records Check prior to being considered for the position. This status must be maintained for the duration of employment with the City of Albany.



HOW TO APPLY

The City of Albany seeks a skilled Accountant/Senior Accountant. The ideal candidate will be an outgoing, customer service oriented person with strong technical knowledge and work ethic

If you are interested in pursuing this unique and exceptional career opportunity, please submit your application and answers to supplemental questions through CalOPPS.

CalOpps.org

Employment of non-safety management and confidential employees is through the Albany Municipal Services Joint Powers Authority (JPA).

If you have any questions regarding this position, please feel free to contact:

Gene Boucher

City of Albany, Human Resources Manager
1000 San Pablo Avenue
Albany, Ca 94706

Email: gboucher@albanyca.org

(510) 528-5714

Persons with disabilities who require special assistance or accommodations should call Human Resources directly.

Date Opened: September 1, 2015

Closing Date: September 30, 2015 at 5:00 P.M. PST

Written Test Date: TBD

E.O.E.

The City of Albany is an Equal Opportunity Employer

