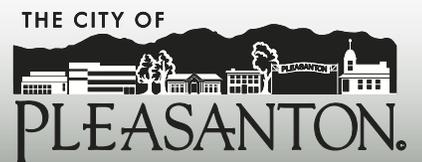


# SENIOR ACCOUNTANT CITY OF PLEASANTON, CALIFORNIA





## THE COMMUNITY

The City of Pleasanton, with a population of just over 70,000, has the well-deserved reputation of being one of Northern California's premier communities to live, work and raise a family. Situated 45 minutes southeast of San Francisco, Pleasanton is easily accessible due to its proximity to two major highways (I-680 and I-580) and the BART system. A number of well-known companies (Kaiser Permanente, Safeway, Oracle and Roche Molecular Systems to name a few) have a major presence in Pleasanton, whether on their own campuses or in one of the City's many business parks. The City boasts a highly educated and skilled workforce and is often referred to as the "second Silicon Valley".



Shopping opportunities abound in the City, from the very successful and diverse regional mall, the Stoneridge Shopping Center, to Pleasanton's historic downtown. The latter, a pedestrian friendly destination, includes the quintessential Main Street lined with unique boutiques and tempting restaurants. Many events are held under the Pleasanton arch in downtown, which has become a gathering place for its residents.

The strong community heritage in Pleasanton is seen in its appealing, family-oriented neighborhoods with well-cared for homes and manicured parks and trails. The City's unique amenities include the recently restored Alviso Adobe which provides a historic and cultural interpretive experience and a glimpse into three significant periods of the City's history. There are four golf courses in the immediate area, including the City's own Callippe Preserve Golf Course, rated in the top ten of "America's Best New Public Golf Courses" by Golf Digest. The Firehouse Arts Center, a historic fire station built in 1929, will celebrate its three year anniversary in September. The facility features a 227-seat flexible studio theater, an art gallery space, two large art classrooms, and a spacious grand lobby. This latest addition will add to the economic vibrancy of the historic downtown.

Pleasanton schools are considered a community asset. Twelve out of 14 Pleasanton schools received the California Distinguished School designation and the district is proud to have talented students with SAT scores that are among the highest in Alameda County. The highly committed and involved group of community members contribute to the City's quality of life. Consequently, Pleasanton has been selected as a "best city to live" on a number of occasions.



## THE VISION

Within the organization, the City has adopted a set of values to govern the way we do business. This vision is now the guiding force in our organization. We have committed that our organization:

- Provides excellent customer service at all levels;
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count;
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities;
- Fosters open and honest communication among all employees, across all departments and with the public;
- Is driven by clear objectives where strong performance is rewarded;
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving;
- Values all members of the organization and the community.



## ABOUT THE FINANCE DEPARTMENT

The Finance Department is responsible for the safekeeping, management and accounting of the City's financial assets. The department provides City financial information to the public, the City Council, the City Manager, and other City departments. The department plays a significant role in the preparation and monitoring of the City's \$185 million Operating and Capital Improvement Budgets, managing a \$215 million investment portfolio, coordinating the City's financial audits, administering assessment district and other debt, auditing revenue sources including hotel and business license taxes, processing cash receipts, accounts payable, and payroll for 400 permanent employees plus several hundred temporary and seasonal employees.

The Department is organized into three divisions: Administration, Treasury, and Accounting, with 12 employees and a departmental budget of \$2.8 million.

## THE POSITION

The Finance Department is structured with three Senior Accountants sharing the accounting responsibilities of the department and serving under the general direction of the Financial Services Manager and Accounting Manager. The current vacancy is responsible for analyzing financial transactions, preparing journal entries, and reconciling and interpreting financial data. Strong communication, analytical, and accounting skills are key elements of this position.



## THE IDEAL CANDIDATE

The City is seeking an accounting professional with excellent technical, teamwork, time management and collaboration skills. The ideal candidate will have knowledge of Governmental accounting principles and practices and the ability to handle multiple projects. The department is seeking a candidate who is self-motivated and desires career advancement.

Additionally, the ideal candidate will possess knowledge of generally accepted accounting/auditing principles and procedures. Budgeting experience and advanced electronic spreadsheet preparation is highly desirable. We are seeking a candidate with the skill to communicate effectively both verbally and in writing, analyze financial transactions and classify the data using a chart of funds and accounts, prepare journal entries to record financial transactions, reconcile financial data, identify discrepancies in payment claims documentation, and use Microsoft Excel to perform financial analysis and to prepare tables and graphs for inclusion in reports. Public agency experience is desired.

### Education:

Four-year college degree in Business, Accounting, or closely related field.

### Experience:

Four years responsible experience in accounting and financial systems, in either the public or private sector, is required.



## WHY THIS IS AN ATTRACTIVE OPPORTUNITY

Pleasanton is committed to providing the best, most innovative and responsive community services. Other reasons include:

- The City has built a reputation for success and is committed to a promising future.
- It is a city that is applauded for its deliberate and planned progress – from its community development to its organizational growth.
- Pleasanton is a fiscally stable municipality with a management team that values organizational and community-wide problem-solving.

## COMPENSATION AND BENEFITS

\$6831 - \$8303 per month

Choice of One of Three  
Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

Floating Holidays

Paid Sick Leave

Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan



## To APPLY...

If you are interested in this outstanding opportunity, please consider submitting your application online by June 21, 2013 at:

[WWW.CITYOFPLEASANTONCA.GOV](http://WWW.CITYOFPLEASANTONCA.GOV)

OR BY MAIL TO:  
ATTN: SAIDA GLOVER  
HUMAN RESOURCES TECHNICIAN  
CITY OF PLEASANTON  
P.O. Box 520  
PLEASANTON, CA 94566

Following the closing date, resumes will be screened according to the qualifications outlined in this announcement. The most qualified candidates will be invited to participate in an examination process, which may include a written as well as an oral exam with the City. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with the Finance Director. Candidates will be advised of the status of the recruitment following selection of the position. If you have any questions regarding this recruitment, please contact Saida Glover at (925) 931-5055.

