



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:

ACCOUNTING MANAGER

\$116,629 to \$145,786 Annually*

"This has been an amazing place for me to grow as a manager and a person. Being part of this well run City and part of collaborative teams that make a difference is very rewarding." – Current Finance and Administrative Services staff

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We want an **energetic, self-motivated, and experienced** accounting professional to join the Finance and Administrative Services Department for the position of Accounting Manager with the City of Mountain View. You will join a **fast-paced, but collaborative and team-oriented environment**; you will manage the planning, organization, review and maintenance of the accounting records of the City and provide leadership and day-to-day direction to accounting staff in the general accounting and payroll functions. You can review the detailed job description for Accounting Manager on the City's website [here](#).

What You Bring

- Five years of professional accounting experience including 2 years of supervisory experience
- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field
- Possession or, or ability to obtain, a valid Class C California Driver License

Bonus Points

- Governmental accounting experience
- Master's degree or possession of a Certified Public Accountant (CPA) certification
- Additional supervisory experience

Who You Are

- You have effective interpersonal skills and are adept at consensus building and project management.
- You look for ways to streamline processes and enhance productivity through a desire for continuous improvement.
- You are technologically savvy and master new software programs quickly.
- You adapt well to managing multiple projects, shifting priorities and deadlines.
- You value internal and external customer service, both in your role and in your standards for staff.

What You'll Do

- Manage the financial accounting system including administration, implementations, upgrades or replacement of software applications as needed.
- Recommend and maintain effective internal control systems consistent with existing standards for governmental entities.
- Manage the preparation of the Comprehensive Annual Financial Report (CAFR), State Controller's Reports and other required financial or compliance reporting.
- Be knowledgeable of current accounting and reporting standards and ensure staff is trained in their respective functions.
- Provide day-to-day leadership to accounting staff in accounts payable, general accounting and payroll.
- Coordinate work of all accountants to ensure maintenance of general ledger and journals.
- Work collaboratively and effectively with other divisions, departments and financial institutions.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Employee appreciation days and activities
- Professional/Management Development Funds - \$1,000 annually
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

Are You Ready? Apply.

Submit your application, resume, and cover letter online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a first application review date of Thursday, February 28, 2019. The most appropriately qualified candidates will be invited to an oral board interview and practical exercise (weighted 100%). Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

*Incentive pay beyond this control point range may be awarded by the City Manager for meritorious performance.

CITY OF MOUNTAIN VIEW
ACCOUNTING MANAGER
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Please describe your background and responsibilities for month-end or year-end closing.
2. Have you prepared a CAFR or other annual financial report? If so, please describe your level of involvement and the complexity of the agency for which it was prepared.
3. Have you been the primary person responsible for the operations of a financial system? If so, please describe the system you have managed.
4. Please describe what experience you have implementing a new financial system or significant upgrade including your role in the process.
5. Do you possess experience in supervising and conducting evaluations for professional staff? If so, please list the roles in which you performed these duties and the number of staff supervised and evaluated.