

# CITY OF GREENFIELD

Invites Your Interest in the Position of



## Accountant

Filing Deadline: October 15, 2015

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## COMMUNITY PROFILE

The City of Greenfield is located at the heart of California's Salinas Valley, nestled between the Gablin mountain range to the east and San Lucia range to the west. Greenfield's economy is primarily influenced by the agricultural sector, with high annual production of vegetables and salad crops and with additional output in wine and cattle production. Greenfield and the surrounding region have experienced dramatic growth, both in absolute and relative terms. During the last decade, Greenfield's population increased at an annual growth rate of 3.5 percent. This rate of growth outpaced both Monterey County as a whole, and other south Monterey County cities.

Over the next 20 years, Greenfield is expected to continue to display strong growth rates (averaging 2.2 percent per year for population and 2.6 percent per year for households), and the population is projected to grow by approximately 12,500 residents to reach more than 30,000 by 2035. The population of the South County Region, consisting of Soledad, Gonzales, Greenfield and King City, is projected to grow by 49,000 and reach a total population of 120,000 during this same time period.

The City is currently evaluating the adoption of a comprehensive plan for the establishment of a new major shopping center with a theme of creating a multi-functional focal point for both shopping and community events and activities. The City's intent with this Development Plan is to create a pre-entitled area that could respond to growth trends and retail commercial demand in the City of Greenfield and Salinas Valley region.

## COMMUNITY VISION

The City of Greenfield is dedicated to provide residents, businesses and visitors with excellent municipal services that enhance the quality of life and inspire community pride.



## DISTINGUISHING FEATURES OF THE POSITION:

The fundamental reason this classification exists is to perform professional accounting and budgetary work involving maintenance of the fiscal records and systems of the City, including the review of source documents used for accounting, the maintenance of ledgers, registers or other records of initial entry, the maintenance of control accounts, the preparation of periodic and special financial reports, and analysis of cash controls. This position may also include grants accounting, payroll and benefits accounting, assisting with labor negotiations, and providing fiscal administrative support in the preparation, analysis and monitoring of the City budget. The Accountant performs technical work in the maintenance of fiscal records, applying professional accounting principles and methods in duties that include: analysis and evaluation of financial records; preparation of factual and analytical statements and reports; providing exceptional customer service to the

public, other City staff members, and members of the City Council and Finance Advisory Board; providing professional and administrative assistance to the Director of Administrative Services and to other City management.

Advanced use of spreadsheets is an essential element of this position. Contact with the public is an important element of some assignments. Work is performed under general direction and requires initiative and independent judgment.

## COMMUNITY VALUES:

### **Shared Vision, Mission and Goals**

*We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.*

### **Accountable and Transparency**

*We are accountable for our actions, honor our commitments, and ensure all our decisions are transparent.*

### **Stewardship**

*We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.*

### **Effective Communication**

*We foster open and clear communication with all segments of the community within a framework of respect and understanding.*

### **Volunteerism**

*We encourage, value, and support volunteerism among our citizens.*

### **Strategic Partnerships**

*We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.*

### **Pride and Passion**

*As ambassadors, we represent the City and its citizens with pride and enthusiasm.*

### **Professionalism and Integrity**

*We are competent and fulfill our responsibilities with excellence and integrity.*

### **Staff Development**

*We support the growth and development of our staff through effective staff development efforts.*

### **Continuous Improvement**

*We support suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.*

## THE CITY TEAM

The Accountant will report directly to Director of Administrative Services Jeri Corgill.



Jeri was appointed to lead the City of Greenfield's Administrative Services in June 2013. She has worked in local government for 20 years, at both the County and City level. Prior to coming to Greenfield, Ms. Corgill served in the Administrative Services Department of the City of Atascadero. There she was an integral part of a highly functioning team that produced award-winning budget documents, and managed the City's finances, investments, risk, grants administration and human resources. Ms. Corgill holds a Bachelor of Science degree in Business Administration, and a Master of Public Policy, both from California Polytechnic State University in San Luis Obispo. Also, Ms. Corgill has received

Integrated Emergency Management training at FEMA's Emergency Management Institute in Emmitsburg, Maryland. She is an active member of the California Society of Municipal Finance Officers, the Government Finance Officers Association, the International City County Management Association (ICMA), and Women Leading Government, an affiliate of ICMA. The Administrative Services Department consists of two Divisions:

#### The Finance & Accounting Division

This Division is responsible for internal and external financial reporting, development and implementation of financial management policies, maintaining internal accounting controls, and creating and monitoring the City Budget. Specific accounting functions include accounts payable, cash management, purchasing, and project accounting for special programs and for grant reporting purposes. Payroll processing is also a function of this division; payroll duties are currently performed by the City Clerk but are overseen by the Director of Administrative Services. The City recently completed the final phase of implementation for the new financial reporting, utility billing, receipting and business license software from Tyler Technologies, which has already created improvements in financial reporting.

#### The Utility Billing Division

This Division is responsible for billing of water, sewer, and garbage services, and the solid waste surcharge. The garbage and solid waste surcharge are billed on behalf of Tri-Cities Disposal and Salinas Valley Solid Waste Authority. The collected garbage and solid waste surcharge fees are then remitted to Tri-Cities Disposal and Salinas Valley Solid Waste Authority, less a 20% franchise fee that is retained by the City. There are

approximately 3,600 utility bills that are sent out on a monthly basis.



### **ESSENTIAL FUNCTIONS OF THE POSITION:**

The Accountant will have the following functions in support of the Director of Administrative Services:

- Performs a wide variety of accounting and administrative tasks such as reviewing documents for accounting purposes, maintaining ledgers, recording journal entries, participating in the budget process, assisting in the payroll process, assisting with labor negotiation activities, and assisting with benefits administration;
- Collects and analyzes financial data such as source documents used for accounting records of initial entry, control accounts, and financial reports;
- Analyzes and evaluates accounting problems;
- Prepares reports and statements pertinent to accounting and related data;
- Reviews, develops, analyzes, and modifies specific accounting procedures to ensure efficiency and accuracy;
- Identifies and records capital outlay expenditures;

- Prepares fiscal reports for Federal and/or State grants; assists city staff in monitoring and reporting grants, and answers questions regarding grant revenues and expenditures;
- Reviews and reconciles cash and investment accounts maintained by the City;
- Researches expenditure and revenue entries for reclassification or correction;
- Compiles and records statistical information, and creates periodic statistical reports;
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
- Ensures that established chart of accounts is followed and assigns entries to proper accounts;
- Maintains project numbers for project accounting purposes;
- Maintains fixed assets list;
- Develops, implements, modifies, and documents record-keeping and accounting systems, making use of current computer technology;
- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs;
- Develops, maintains and modifies simple to complex spreadsheet applications effectively, using a personal computer;
- Ensures that all physical documentation of financial records is maintained in an orderly manner;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, possibly including weekends, evenings, early morning hours, and holidays as required;

- Demonstrates superior, seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Other related work and special projects as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

Accounting theory, principles, and practices, and their application to various accounting transactions and problems, especially with regard to fund governmental accounting, to include:

- Methods, procedures and terminology used in professional governmental accounting;
- Principles and practices of governmental accounting;
- Generally Accepted Accounting Principles;
- Analysis of complex financial statements and reports;
- Financial and statistical record-keeping techniques;
- Preparation of financial statements and comprehensive accounting reports;
- Budgeting practices regarding preparation monitoring and control;
- Research and statistical evaluation techniques;
- Intermediate to advanced quantitative analysis techniques;
- Applicable laws, codes, regulations, policies and procedures;
- Effective oral and written communication and interpersonal skills.

## SKILLS / ABILITIES:

- Accurately performs professional governmental accounting and budgetary work involved in preparing, analyzing, auditing, reconciling and maintaining financial records and reports;
- Prepares, analyzes and monitors budgets;
- Reconciles various fiscal statements to assure accurate fund accounting as assigned;
- Interprets, applies and explains rules, regulations, policies and procedures;
- Establishes and maintains cooperative and effective working relationships with others;
- Meets schedules and timelines;
- Communicates orally and in writing with other employees and with the public – in face-to-face, one-on-one settings or using a telephone or email – in a courteous, effective manner;
- Makes mathematical calculations accurately and rapidly;
- Produces effective quantitative analysis, using Excel spreadsheet formula, charting, and data tools;
- Produces clear and accurate documents and reports using proper business English sentence structure, grammar, and punctuation;
- Comprehends and makes inferences from material written in the English language;
- Observes, compares, and/or monitors data to determine the accuracy of financial records;
- Analyzes and evaluates accounting problems and prepares reports and statements pertinent to accounting and related data;
- Works independently under pressure, giving high attention to detail.



## Ideal Candidate

The ideal candidate for this position is an individual that loves to embrace new challenges, create innovative systems and work collaboratively with employees who are committed to excellence in customer service. The successful candidate will be a person who is excited about a career in public finance and aspires to be a Finance Director at some point in their career.

## EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university, with a bachelor's degree in business administration, accounting or a related field, with 12 semester units or 18 quarter units of financial and managerial accounting coursework completed at an accredited four-year college or university, and two years accounting experience. Other combinations of experience that meet the minimum requirements may be substituted, at the discretion of the City, except for the required accounting coursework. Experience with fund governmental accounting is preferred.

## Compensation and Benefits

- Annual Salary: \$45,000 - \$65,000, depending on experience
- Five Years vesting in Public Employee Retirement System
- Participation in Social Security System
- Medical, Dental & Vision Insurance
- Life Insurance
- Short- and Long-Term Disability Leave
- Annual Leave
- 14 Paid City Holidays

## Application and Selection

### Filing Deadline:

**October 15, 2015**

Following the closing date, resumes will be screened based on the qualifications listed here. The most qualified candidates will be invited for an interview.

**Questions regarding the position may be directed to the  
Nina Aguayo,  
Executive Assistant to the City Manager, at  
831-674-5591 or email [naguayo@ci.greenfield.ca.us](mailto:naguayo@ci.greenfield.ca.us)**