



ACCOUNTANT

LOCAL GOVERNMENT/ FINANCE DEPARTMENT

City of Sebastopol

Sebastopol, CA

\$82,243 - \$99,965 Annually DOQ

Plus an outstanding benefits package

4/10 Work Schedule Monday- Thursday

The City of Sebastopol is seeking a skilled, dynamic, results driven Accountant to fill one full-time vacancy. The Accountant performs a variety of complex and technical financial accounting and program support duties in the areas of utility billing, bank reconciliation, accounts payable, accounts receivable, cash receipts, purchasing, project accounting, fixed assets, and general ledger. Additionally, the Accountant may be assigned to perform all functions related to and serve as a City resource for one or more accounting related programs administration.

QUALIFICATIONS: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. Experience: Three (3) years of professional accounting experience; municipal accounting experience preferred; or equivalent combination of education and experience. License and Certifications: The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

The Ideal Candidate will: Possess the equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. Three (3) or more years of professional accounting experience; municipal accounting experience preferred. Possess a valid CPA (Certified Public Accountant) License is highly desired, but not required. Possess professional accounting experience in local government is highly desired. Have the capabilities to work independently and collaboratively, performing tactical and technical daily transactions and routine level tasks while providing strategic and lead-level guidance. Be able to adjust quickly to changing priorities and conditions, and establish positive relationships with employees, the public, and other stake holders. Effectively and professionally communicate orally and in writing, with an ability to understand and speak to the concerns of others. Exercise sound independent judgment, tact, discretion, impartiality, diplomatic demeanor and professionalism when providing exemplary customer service. Interpret and process financial data, records, and transactions, and resolve technical accounting problems.

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-sebastopol> Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate. This position is OPEN UNTIL FILLED Additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting danielle@muchmorethanconsulting.org.

The City of Sebastopol is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process should advise danielle@muchmorethanconsulting.org. THE CITY OF SEBASTOPOL IS AN EQUAL OPPORTUNITY EMPLOYER Recruitment Services Provided by, Muchmore Than Consulting, LLC.