



City of Willows
CALIFORNIA

**Regional Government Services
is now accepting applications for**

ACCOUNTING MANAGER

with the City of Willows

\$81, 000 – \$98,460 Annually DOE/DOQ



THE POSITION

Are you a senior professional in the field of finance and accounting looking for a leadership role in a local public sector agency? Are you a self-starter who excels at working with others in helping provide a community excellent service? And are you excited to help a team to grow and develop their skills? If so, the City of Willows would welcome your application to be the new Accounting Manager.

The Accounting Manager is responsible for the day-to-day activities of finance, payroll, annual budgeting, audit processes, including customer service. The position performs professional accounting duties in the preparation and analysis of financial reports and/or statements; develops accounting systems and analyzes financial records; plans, organizes and completes financial analysis and related studies; assists in the development of capital and operating budgets; supervises departmental staff; and advises the City Manager on all City financial matters. This position supervises personnel conducting the work of and participates in the finance, procurement, payroll, and administrative activities of the City; and performs other work as required.

THE IDEAL CANDIDATE HAS

DEEP KNOWLEDGE OF AND TECHNICAL EXPERTISE RELATED TO:

- Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, governmental audit procedures and their application to governmental accounting systems, accounting transactions, and financial statement preparation.
- Principles and practices of general fund and cost accounting.
- Principles and practices of public administration.
- Employee coaching, supervision, career development, and training.
- Principles and practices of computerized accounting and information systems.
- Communication possessing both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Modern office methods, procedures, and equipment including the Microsoft programs (Word, Excel, Outlook, Access, and PowerPoint) and Crystal Reports.

PROVEN LEADERSHIP SKILLS IN:

- Financial management and sustainability practices related to local government including financial statements and reporting, financial modeling, cash flow analysis, financial securities, financial risk measures, accounting requirements, and investment principles and management, municipal budgeting and fiscal sustainability, and internal controls.
- Building realistic plans while facilitating organization change.
- Communicating complex technical issues and difficult realities knowledgeably and compassionately, in understandable language, to a range of audiences.
- Listening to understand, taking an interest-based approach to problem solving.
- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Making sound decisions within established guidelines.
- Maintaining effective working relationships with all levels of staff and with the public.

CORE VALUES THAT INCLUDE:

- A hands-on leader, that is driven, with a strong commitment to timely execution, accountability, and transparency.
- Sincere care for stakeholder interests and needs, leading to behavior that is proactive, approachable, and responsive.
- Maintaining confidentiality of information.

THE CITY

Incorporated in 1886, the City of Willows is a rural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments. The City derives its name from the willows which grew on the plains about a mile east. In early days these willows formed a noted landmark in breaking the vast plains on which they stood. Willows is located about halfway between Sacramento and Redding in Northern California with mountains on the west, and to the east the Interstate 5 corridor taking you through rich farmland, and parts of the Sacramento River watershed.

Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock. The city is also home to most major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation and the main offices of the Mendocino National Forest, which comprises about one million acres of Federal land located mostly in mountainous terrain west of Willows.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the required qualifications would be:

- Four years of professional accounting experience in government or private industry which included application of acceptable accounting standards and principles, cash management, cost accounting, governmental accounting, budgeting and/or systems accounting and at least one year leading a team or accounting related program.
- Possession of a Bachelor's degree with specialization in Accounting or related field or significant coursework in Accounting is preferred.
- Possession of a CPA is desirable.
- Experience working in a public agency setting is desirable.



BENEFITS

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and with a salary range of \$81,000- \$98,460 annually DOE/DOQ.

Retirement - PERS 2% @ 55 for classic members (Agency pays 7% employee share) or 2% @ 62 for new members as defined under PEPPRA. The City participates in Social Security.

Medical - 100% Employer paid plan. Anthem Blue Shield: (1) Silver PPO/GAP or (2) Platinum PPO.

Dental/Vision - 100% Employee paid plan available.

Life Insurance - 100% Employer paid. \$10,000 Life and AD&D coverage.

Vacation Leave - 80 hour annual accrual for 0-5 years of service, increases with tenure.

Holidays - 14 days (11 established + 3 floating holidays).

Sick Leave - 96 hour annual accrual.

Education - \$60 monthly for a Bachelors' Degree.

SELECTION PROCESS

The deadline to apply is February 7, 2021 before 11:59 PM PST.

To be considered for this exciting opportunity apply at:

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2954821/accounting-manager-for-the-city-of-willows?pagetype=jobOpportunitiesJobs>

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Assessment Center, Written Exercise and/or Oral Panel interview if held. Only the names of the most-qualified candidates who pass the all steps in the process will be submitted for consideration for final selection.

Neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing krandolphpollard@rgs.ca.gov.



Recruitment services provided by
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