

## Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this exempt position is \$68,418—\$83,163 per year.

The benefits package includes:

- Retirement: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRA. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.
- Paid Holidays: 14 holidays per year.

## The Recruitment Process

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager  
humanresources@sonomacity.org

Call Cathy Lanning-707-933-2217 or Sue Casey 707-933-2215 for more information.

## Search Schedule:

Resume filing deadline...5:00pm, July 31, 2019

Preliminary Interviews.....Week of August 12, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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Sonoma CA 95476  
707.938.3681 phone  
707.938.8775 fax  
www.sonomacity.org



# City of Sonoma California



## Accountant

**~Apply Immediately~**  
**Application deadline is 5:00 p.m., Wednesday, July 31, 2019**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Accountant position. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions. The Accountant is a newly budgeted position to provide additional professional accounting expertise. Reporting to the Deputy Finance Director and the Assistant City Manager/Administrative Services Director, the Accountant will be a welcome addition to the accounting operations of the City of Sonoma.





## The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly small town atmosphere with residents that are actively engaged in city policies, volunteerism and non-profits, as well as community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 11,556 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together all year round.

## The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 39 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

## The Position

The Accountant is a newly budgeted position to provide additional professional accounting expertise. Under the direction of the Deputy Finance Director, the Accountant will be responsible for working closely with the Deputy Finance Director to plan and organize the day-to-day financial operations of the City.

The Accountant is an entry-level management position who will serve as an active participant in the small finance team. This is a hands-on position and the Accountant needs to be comfortable performing a wide variety of tasks ranging from clerical activities through coordination of the annual financial audit.

In addition, proven written and oral communication skills, solid interpersonal skills, and an ability to develop and maintain effective working relationships with staff, other City departments, elected officials, and members of the community is critical.

The small team provides for an excellent growth opportunity for an individual with strong accounting skills. You will work in a team that values professional development and provides opportunities for flexible task assignments to further develop your skillset.

In 2012, the City began its conversion to the Springbrook Financial System. A strong candidate will have the ability to continue to improve the City's use of this system to identify operating efficiencies and provide value to the citizens of Sonoma.

## The Ideal Candidate

The ideal candidate must have knowledge of: principles of general and subsidiary accounting; financial statement preparation; methods of financial reporting and operation; principles and practices of computer applications for financial and related functions; financial operations within the constraints of the municipal code, Council policy and applicable laws and standards. General municipal accounting experience is highly desired.

The person chosen must have the ability to: participate in establishing long-term goals, objectives; assist in developing policies, procedures and work standards for the finance department; assist in the implementation and use of financial software programs.

### Example of Essential Duties

The following duties are considered characteristic but not inclusive, and are examples only. Specific assigned duties may differ depending on the needs of the department.

The Accountant will:

- Support and/or review
  - Utility (water) billing;
  - Business licenses;
  - Accounts receivable;
  - Accounts payable;
  - Payroll;
- Prepare journal entries and other fiscal reports;
- Coordinate and oversee project management accounting and cost recovery;
- Develop and implement timelines to ensure timeliness of processes;
- Participate in mid-year budget review;
- Assist in preparation of monthly, quarterly, annual, and ad hoc reports including reports that are required by other government agencies and financial institutions;
- Support of annual financial audit including working with auditors;
- Assist and support financial activities for other city departments and divisions;
- Stay up to date on current laws, regulations and best practices in order to recommend changes in procedures and internal controls;
- Provide necessary training for various staff;
- Other duties as assigned.

## Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, public administration or a related field.

### EXPERIENCE:

The equivalent of two years of increasingly responsible experience in accounting, finance, or budget experience.

Experience with current technological applications that serve to enhance capacity and efficiency is required.

### LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.