

## Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$5,443 to \$6,616 per month. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

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 PEPPRA. 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: \$25,000. 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.

## The Recruitment Process

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

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

Call Cathy Lanning at 707-933-2217 for more information.

## Search Schedule:

Application deadline.....Open Until Filled

Preliminary Interviews.....To Be Determined

## Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete a pre-employment physical and background investigation.

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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www.sonomacity.org



City of Sonoma  
California



Invites applications for the position of:

## Accounting Technician

~Apply Immediately~

**Final Filing Date:  
Open Until Filled**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Accounting Technician 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 Accounting Technician performs a variety of complex and technical accounting functions. The Accounting Technician reports to the Deputy Finance Director or the Assistant City Manager/Administrative Services Director.



## 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 and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 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 35 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 Accounting Technician will perform a variety of complex and technical accounting functions in one or more assigned areas, including utility billing and customer service, accounts receivable, business licenses, cash entries and deposits; or payroll and accounts payable, maintain related records; and provide technical support to the Deputy Finance Director or the Assistant City Manager/Administrative Services Director.

## The Ideal Candidate

The ideal candidate will have a thorough knowledge of principles and practices of local government accounting in the areas of utility billing, accounts receivable, business licenses, payroll, and accounts payable. Ability to develop and maintain effective working relationships with staff, other City departments, elected officials, and members of the community is critical.

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.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

## Example of Essential Duties

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

- The Accounting Technician performs specialized and detailed technical work in the preparation, reviewing and processing of financial records and other related documents. Depending on assignment, this work will include utility billing, accounts receivable, business licenses, cash entries and deposits or payroll and accounts payable.
- Review various documents and reports related to area of assignment for accuracy, completeness and compliance with departmental policies, laws and other regulations.
- Compile, research, and prepare a variety of periodic and special reports related to area of assignment.
- Maintain records, databases and files relative to area.
- Calculate and reconcile fees, assessments, invoices and other payments.
- Receive and count cash; balance cash drawer.
- Review invoices and payments; or timesheets and make correcting adjustments as appropriate.
- Process and oversee billing statements: coordinate billing processes with other departments; prepare letters for delinquent accounts.
- Perform simple journal entries.
- Coordinate and communicate with outside state and federal agencies, and/or outside vendors.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.

## The Successful Candidate Will Have Knowledge of:

- Principles, practices and theories of financial accounting.
- Recordkeeping requirements.
- Pertinent local, state and federal laws, rules, regulations and requirements.
- Methods and techniques of cash handling and reconciliation.
- Modern office equipment, including computers and software applications related to assignment.
- Business mathematics.
- English usage, spelling, grammar and punctuation.

## The Successful Candidate Will Have To:

- Perform complex and specialized technical accounting work related to an assigned area of City financial function such as utility billing and related customer service, accounts receivable, business licenses, cash entries and deposits, or payroll and accounts payable,
- Observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
- Maintain detailed and accurate records.
- Enjoy interacting with the public and possess strong phone customer services skills
- Have the ability to juggle and prioritize multiple competing demands at once.
- Perform independent research in carrying out administrative and technical duties as assigned.
- Perform computational tasks and other technical functions with speed and accuracy.
- Compile and reconcile numerical and financial data.
- Receive and reconcile cash according to prescribed cash handling procedures.

## 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 an Associate's degree from an accredited college with major course work in finance, accounting or a related field.

### EXPERIENCE:

Two years of responsible experience in financial accounting, utility billing, accounts receivable, payroll and accounts payable.

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 what is needed in a written request submitted at least five (5) days prior to the date of the examination or interview.

**Veteran's Preference – View the City of Sonoma's Policy:**

<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

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