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COMPENSATION AND BENEFITS

SALARY RANGE:

4,883— \$5,936 per month.

BENEFITS:

Retirement: Public Employee's Retirement System (PERS) – 2% at 55 Plan.

Health and dental insurance: City pays portion of premium for employee and dependents.

Vision care: City-provided, self-insured program.

Life Insurance: City-provided life insurance in the amount equal to annual salary.

Holidays & Vacation: Twelve paid holidays and eleven vacation days per year.

Sick Leave: Sick leave is accrued at one day per month.

Additional Benefits: Employee Assistance Program; and Deferred Compensation Program (voluntary).

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NOTE

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

Accommodations may be made for qualified individuals who require such accommodation due to a qualifying disability. Requests should be made to the Human Resources Office.

MINORITIES & WOMEN
ENCOURAGED TO APPLY

NOTIFICATION OF DRUG FREE WORKPLACE

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TO APPLY:

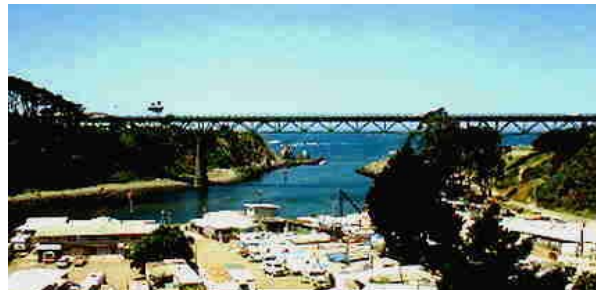
Obtain and submit a City application (www.fortbragg.com) to: City of Fort Bragg, Attention: Human Resources Office, 416 N. Franklin Street, Fort Bragg, CA 95437. Applications received after 5:00 p.m. October 19, 2009 will not be accepted (postmarks not accepted). Faxed and emailed applications accepted only for candidate evaluation. Original signed application must be received prior to Oral Examination for selected applicants. Human Resources office hours are 9:00 a.m. to 4:00 p.m., Monday-Friday. Direct inquiries to Gary Garcia, Assistant to the City Manager, (707) 961-2823 ext. 111.

SELECTION PROCEDURE:

Based upon an application review, qualified candidates will be invited to participate in a screening method which will include an oral panel interview. Successful candidates will be placed on the Eligibility List for twelve months. Upon available openings, eligible candidates will be required to take and pass a comprehensive medical examination, including fingerprints, prior to appointment.

Pursuant to the Immigration Reform and Control Act, all applicants are hereby advised that the City of Fort Bragg will, (A) hire only U.S. citizens and aliens lawfully authorized to work in the United States and, (B) require all new employees to complete an Employment Eligibility Verification Form.

Final appointment will be made by the City Manager upon recommendation of the Finance Manager.



An Equal Opportunity Employer



THE CITY OF FORT BRAGG

Invites Applications for

SENIOR GOVERNMENT ACCOUNTANT

Monthly Salary Range:

\$4,883— \$5,936

FILING DEADLINE:

MONDAY, OCTOBER 19, 2009

ORAL EXAMINATION:

THURSDAY, OCTOBER 22, 2009

DEPARTMENTAL INTERVIEW:

FRIDAY, OCTOBER 23, 2009

THE COMMUNITY

The City of Fort Bragg is located on the scenic Mendocino Coast, surrounded by beautiful rugged redwood forests and the Pacific Ocean. Living in Fort Bragg offers a high quality of life with quiet, friendly residential neighborhoods, good public schools, excellent restaurants, picturesque downtown shopping areas and abundant recreational opportunities. The community has a thriving visual and performing arts scene. Thousands of acres of State parks and State forest lands and miles of beaches offer limitless access to the splendor of the Mendocino Coast.

Visit our website at www.fortbragg.com.



THE CITY AND DEPARTMENT

The City of Fort Bragg currently has a population of approximately 7,200 persons. The City also provides shopping and employment opportunities to an additional 15,000 in the surrounding area and serves as a sub-regional center.

Fort Bragg's beginnings as a military post go back to the 1850s, but the community began its present character of development in 1885, when a lumber company was established on the site of the old fort. The City's historical reliance on the lumber and fishing industries is gradually being supplemented by other sectors of the economy, including tourism and government.

The Finance Department consists of five authorized positions and performs the functions of: Administration, Accounting, Accounts Payable, Payroll, Utility Billing, Revenue Collections and Budget Oversight.

THE POSITION

Under the general direction of the Finance Manager, and in accordance with accepted accounting principles and procedures, performs professional accounting/auditing work independently and at the full performance level; maintains complex accounting records; prepares and analyzes financial statements and reports; planning, coordinating and participating in auditing assignments to determine the adequacy of internal controls, the efficiency and effectiveness of operations, and compliance with applicable laws and prescribed policies and procedures. May also provide training of paraprofessional and clerical personnel. Acts as the department head in the Finance Manager's absence.



MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Administration, Public Finance, Accounting or related fields including a minimum of 8 to 16 semester units of accounting coursework; and
- Four years of government accounting and/or auditing experience, or equivalent Management experience; and
- Possession of a valid Class C or higher California driver's license.

DESIRABLE EDUCATION/ EXPERIENCE

- Masters Degree in Business Administration, Public Finance, Accounting or related field.
- Additional work experience in governmental accounting and cash management, revenue or investment experience, or capital infrastructure financial planning and management. CPA, or demonstrated progress in qualifying for CPA, or Government Finance Officers Association (GFOA) Certified Public Finance Officer (CPFO) certification or demonstrated progress in qualifying certification.

FINANCE DEPARTMENT MISSION STATEMENT

Maintain the financial integrity of the City by providing oversight to City fiscal management; maintaining fiscal records and reports; and providing advice regarding fiscal policy and transactions.

