



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## ACCOUNTANT II

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*

[APPLY HERE](#)



**Application Deadline:  
Open Until Filled**

The City of Rocklin is looking for an Accountant II to perform responsible professional accounting, administrative and technical support activities in the Finance Division of the Administrative Services Department. This is the journey-level class in the professional accounting series. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs, and may supervise personnel. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management.

Incumbents receive general supervision from supervisory or management personnel, and may supervise paraprofessional, administrative, and clerical personnel. This class is distinguished from the Senior Accountant in that the latter is responsible for performing the most complex professional accounting duties.



## **COMMUNITY**

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 60,351 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

## **ORGANIZATION**

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



## Salary and Benefits:

### ■ Salary Range

\$62,785 - \$80,131 per year

This position is budgeted at Step 1 of the salary range.

### ■ Medical

The City pays \$1,093 and the employee pays the difference. A variety of plans are offered through CalPERS.

### ■ Dental and Vision

City-paid for employee and dependents.

### ■ Leave Accruals

- Sick leave: 12 sick days per year.
- Vacation: 15 days first year, progresses up to 27 days based upon years of service.
- Holidays: 10 paid holidays per year.

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement law)

- 2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.
- 2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plan).

### ■ Life Insurance & Long-Term Disability

- Life Insurance: City paid \$50,000
- Long-term Disability: coverage is 50% of monthly salary up to \$6,000 per month.

[Click here to view Benefits Summary](#)

## EXAMPLE OF DUTIES

- Preparing journal entries and reconciling general ledger and subsidiary accounts
- Participating in various departmental programs including financial statements, general ledger, monthly statements, payroll, budget, and special districts accounting
- Reconciling postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger; preparing a variety of financial and statistical reports including year-end reporting, budgetary and management analysis; monitoring expenditures, revenues and budget allocations to determine the City's financial status and preparing custom reports, graphs and schedules as needed
- Interpreting, explaining, and applying general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government
- Assisting with the coordination of the annual audits; recording and maintaining appropriate controls for fixed assets; assisting in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports; assisting with investments, portfolio management and cash management, debt management, new financing, annexations, and revenue and expense projections.

## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles and practices of public and governmental accounting and financing
- Principles and practices of business organization and public administration
- Modern accounting principles, practices, and methods including program budgeting and auditing and their application to municipal operations
- Pertinent ordinances, resolutions and laws affecting municipal financial operations

### Ability to:

- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner
- Evaluate and develop improvements in operations, procedures, policies or methods
- Analyze financial data and draw sound conclusions
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work

**EDUCATION AND EXPERIENCE:**

*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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a closely related field, and two (2) years of progressively responsible professional accounting experience equivalent to the Accountant I with the City of Rocklin. Governmental accounting experience is desirable.

**LICENSE REQUIREMENTS:**

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**SUPPLEMENTAL QUESTIONNAIRE**  
**(Limit your responses to one page per question)**

- 1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.**
- 2. Describe your experience monitoring and reconciling general ledger activity.**
- 3. Describe your experience with audits and CAFR preparation.**

**APPLICATION PROCESS:**

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) as well as the **supplemental questionnaire** to the Human Resources Office at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

*City of Rocklin-Human Resources Office  
3970 Rocklin Road, 2<sup>nd</sup> Floor  
Rocklin, CA 95677*

**This position will remain open until filled**



**SELECTION PROCESS:**

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City’s selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.