



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

ACCOUNTANT I

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**

CAREER OPPORTUNITY

The City of Rocklin is accepting applications for Accountant I in the Finance Division of the Department of Administrative Services. The Accountant I is the entry-level class in the professional accounting series. Initially, under direct supervision, incumbents exercise limited discretion and independent judgment in performing accounting and financial activities and may specialize in one or more routine departmental accounting programs. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under more general supervision.

Successful performance of the work requires good knowledge of governmental accounting practices and procedures, and fund accounting. This class is alternately staffed with Accountant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.



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 66,830 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 UC and CSU 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.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

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

\$57,434 - \$73,302 per year

■ 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 plans).

■ Insurance

- Life Insurance and AD&D: City paid \$50,000
- Long-Term Disability: coverage is 50% of monthly salary up to \$6,000/month.

[Click here to view Benefits Summary](#)

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 budgeting and auditing and their application to municipal operations.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- Basic record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Analyze financial data and draw sound conclusions.
- Analyze situations accurately and develop effective courses of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Utilize computerized spreadsheet and word processing systems; prepare clear, complete and concise financial statements and reports.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Maintain accurate records and files
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Any combination of training and experience which 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. No professional experience is required.

LICENSE REQUIREMENT

- Valid California Class C driver license with satisfactory driving record.

PRE-QUALIFICATION QUESTIONNAIRE

1. Have you graduated from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field? **If yes, please attach a copy of your degree or transcripts.**

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) 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

City Hall, 2nd Floor

3970 Rocklin Road,

Rocklin, CA 95677

Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060

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.

Application Deadline:

Open Until Filled



[**APPLY HERE**](#)

The City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Office upon submittal of the application. Medical disability verification may be required prior to accommodation.