



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:  
Opened Until Filled**

### CAREER OPPORTUNITY

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 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 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.

## **TEAM ROCKLIN CULTURE**

As an organization, the City of Rocklin is dedicated to maintaining a 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 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

\$66,617 - \$91,831 per year

This position is budgeted at Step A of Salary Schedule B.

### Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire by 6/30/2021 are guaranteed the City's \$1,200 per month contribution for retiree health.

### 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).

### Insurance

Life Insurance and AD&D: 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](#)

## MINIMUM QUALIFICATIONS

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.

## 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 City Hall, Rocklin, CA 95677*

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

### PRE-QUALIFIED QUESTIONNAIRE

1. Do you have the equivalent to the graduation from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field?
2. Do you have two years of progressively responsible professional accounting experience equivalent to the Accountant I position with the City of Rocklin?

### SUPPLEMENTAL QUESTIONNAIRE

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.

## 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 email following application review.

[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.