

**The City of Willows is now
accepting applications:**

Accounting Manager

**Up to \$105K per year
DOE/DOQ**

Open until filled.

First Review of Applications:

Monday, August 29, 2022

City of Willows

201 North Lassen Street

Willows, CA 95988



THE POSITION

Are you a Senior Accountant looking to move to the next level or a mid-management finance professional looking for an opportunity to gradually transition to Finance Director and Department Head? Then, this could be just the position you've been looking for!

Under general direction of the City Manager and with support from the city's Finance Consultant, this position performs professional accounting duties in the preparation and analysis of financial reports and/or statements; develops accounting systems and analyzes financial records; plans, organizes and completes financial analysis; assists in the development of capital and operating budgets, as well as preparation for the annual audit; supervises departmental staff; and performs related duties as required.



THE IDEAL CANDIDATE

The ideal candidate will be an experienced senior level accountant with a strong background in fund or non-profit accounting and finance management. The successful candidate will be able to apply professional accounting principles and bring a high level of skill in the areas of governmental accounting theory, financial analysis, implementation, and maintenance of accounting systems, and process improvements.

The ideal candidate will be a detail-oriented team leader and builder with a willingness to be hands on in providing technical guidance, mentoring, and ensuring the timely completion and delivery of projects. The successful candidate needs to have excellent project management, analytical and communication skills as well as a track record of strategically assessing and implementing best practices to improve procedures and performance.

The ideal candidate will have a reputation for high integrity, honesty, good judgement, and solid organizational abilities and experience managing accounting/finance projects timely and efficiently, and the vision to prepare a robust financial strategy for the coming years.

COMPENSATION

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate with a salary range of \$85,751- \$105,000 annually, DOE/DOQ.

- Salary is up to \$105k per year; Salary range is based on 9-steps, 2.5% annually.
- Retirement – Cal PERS 3% @ 60 ('Classic') or 2% @ 62 (PEPRA).
- The City participates in Social Security.
- Effective July 1, 2022, Medical - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Effective July 1, 2022, Dental/Vision - 100% Employer paid plan, employee only; 50% Employer paid for dependents.
- Effective October 1, 2022, Life Insurance - 100% Employer paid - \$50,000 Life.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Administrative Leave – 80 hours annual accrual, “use it or lose it.”
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.

THE DEPARTMENT

With the support of the City Manager and city's Finance Consultant, the Department oversees all City finances, accounts payable and receivable, payroll, reporting and budgeting. There is also one Finance Analyst currently responsible for accounts payable/receivable, payroll and limited HR tasks who reports to the Accounting Manager and a part-time Finance Consultant.

Over the past year, there has been extensive reconciliation of the City's finances and stabilization of the department and organization. Fiscal Year 2022-23 will be a watershed year for the Department and City with transition to a new State-of-the-Art finance software and licensing program after more than 20 years. In addition, the Accounting Manager will have the opportunity to provide support to other departments as they address long-term deferred maintenance including launching new projects, purchasing new equipment and vehicle apparatus, and completing previously unfinished projects.

THE ORGANIZATION

The city organization has 18 budgeted full-time employees and 10 part-time employees. In addition to the Finance Department, other city departments include Administration, Fire, Community Development & Services (e.g., Building, Planning, Public Works, Sewer), and the Library. The City contracts with the County of Glenn Sheriff's Department for policing services.



THE COMMUNITY

Incorporated in 1886, the City of Willows is a rural agricultural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments.

The City derives its name from the willows which grew on the plains about a mile east of the City limits. Historically, the willows formed a notable landmark in the vast Central Valley plains surrounding the City.

Willows is located approximately halfway between Sacramento and Redding in Northern California surrounded by rich farmland with mountains and Interstate 5 on the west side of the City and the northern Central Valley and Sacramento River watershed on the east side. Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock.



The city is also home to several major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation and the main headquarters for the Mendocino National Forest - which comprises approximately one million acres of Federal land mostly located in mountainous terrain west of Willows.

EDUCATIONAL & EXPERIENCE REQUIREMENTS

The minimum education and/or experience required for this position is:

- Four years of professional accounting experience in government, nonprofit or private industry which included application of acceptable accounting standards and principles, cash management, cost accounting, governmental accounting, budgeting and/or systems accounting and at least one year leading a team or accounting related program; and/or
- Possession of a bachelor's degree with specialization in Accounting or related field or significant coursework in Accounting; and/or
- Experience working in a public agency or nonprofit setting.

THE SELECTION PROCESS

First review of applications: Monday, August 29, 2022.

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent experience (within at least the past 10 years) and demonstrated career accomplishments relevant to this position along with a completed City application. **To be considered for this exciting opportunity submit your application to the City's Finance and HR Analyst, Katie Butler at kbutler@cityofwillows.org.**

Each candidate's background will be evaluated based on information submitted at the time of application, and qualified candidates will participate in a preliminary remote or in person interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Assessment Center, Written Exercise and/or Oral Panel interview if held.



Only the names of the most-qualified candidates who pass all the steps in the process will be submitted for consideration and final selection. The final selected candidate will be offered the position contingent upon the completion of a satisfactory reference and background check. The City is not responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing Katie Butler, Finance Analyst, kbutler@cityofwillows.org.