

The Community

The City of Riverside is the 12th largest City in California and has a diverse population of over 300,000 covering over 85 square miles. Recently named one of "America's Most Livable Communities," Riverside is the largest city in the fastest growing county in the country.

Founded in 1883, Riverside's historic core is both charming and urban while its neighborhoods offer a wide range of diverse residential opportunities from modern estate homes to classic historic craftsman and mission-style bungalows.

There are 54 city parks with more than 2,500 acres of open space including a wilderness park, two county parks and the California Citrus State Historic Park. The City is centrally located in Southern California approximately 60 miles east of Los Angeles and 100 miles north of San Diego.

Application and Selection Process

Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six (6) months. Qualified candidates will be certified for a selection interview, which may be followed by a second round interview.

The final candidate(s) will be required to successfully pass a background check, verification of work experience, and submit an official copy of educational transcripts verifying obtained degrees or certificates as indicated on the employment application.

The appointed candidate will be required to successfully pass a medical and drug test.

The City of Riverside does not reimburse any expenses incurred as a result of this recruitment.

APPLY ONLINE: www.riversideca.gov/human
(Click on City Jobs)

Applications will be accepted through 11:59 p.m. on Wednesday, February 1, 2012.

Contact Us: Human Resources Department • (951) 826-5808
An Equal Opportunity Employer



City of Arts & Innovation

Assistant Controller (Principal Management Analyst) (NC)



The Position

The Accounting Division is comprised of the Accounting, Treasury, Accounts Payable, and Payroll Sections totaling 27 staff members. The Assistant Controller position will supervise the Accounting Section of 9 staff members and reports to the Accounting Manager/Controller.

Under general direction of the Accounting Manager/Controller, the Assistant Controller will plan, direct, and supervise the personnel and general administrative activities of the Accounting Section. Primary duties will include supervision of subordinate professional, technical, and clerical accounting staff, administration of the City's general ledger accounting system, primary responsibility for preparation of the City's Comprehensive Annual Financial Report, and approval of transactions prepared by subordinate personnel and other City departments. This position is designated as Non-Classified and is exempt from the classified service. The Incumbent shall be appointed "at will" and serve at the pleasure of the City Manager.

Example of Duties

Typical duties of this position may include the following:

- Participate in the development and implementation of goals, objectives, policies and procedures, particularly as they relate to accounting and finance.
- Plan, organize and supervise the work of professional and clerical subordinates in the maintenance and integration of the automated accounting system, including year end closing.
- Maintain a general accounting system for the City government and each of its offices, departments and agencies.
- Review, analyze and recommend improvements to accounting, reporting, and recording methods and procedures which must enable the City to meet State Controller's and GAAP guidelines.
- Coordinate accounting related activities with other City departments and with outside governmental and community agencies.
- Supervise, train, and evaluate subordinate professional, technical and clerical staff.
- Advise the Accounting Manager/Controller of financial implications and fund availability of items in City Council reports.
- Review legislation and accounting pronouncements affecting the City or any component units.
- Assist in the development of appropriate internal controls.
- Assume primary responsibility for the preparation of the Comprehensive Annual Financial Report and coordination of the annual audit.
- Perform complex accounting work in support of the Accounting Manager/Controller including reconciliations, approval of journal entries and other transactions, and review of documents and transactions for compliance with applicable accounting policies and procedures.

Education and Experience

Education: The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of additional qualifying professional experience may substitute for two years of the required education on a year for year basis. Certified Public Accountant designation and/or a Master's degree are highly desirable.

Experience: At least 5 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience. One year in a supervisory capacity with experience preparing financial statements is highly desirable.



Compensation and Benefits

Monthly Salary Range: \$6,469 - \$8,670 (Merit based pay to \$9,971)*

* Appointment may be made at any rate within the range contingent upon qualifications of the successful candidate. This position is eligible to receive merit based pay of up to 15% above the salary range based on documented outstanding performance and at the discretion of the City Manager.

- Retirement - The City is a member of the State of California Public Employees' Retirement System (CalPERS) and provides employees with the 2.7% @ 55 formula. New employees pay 100% of the employee's standard contribution towards CalPERS (8%).
- Health Insurance - The City offers seven health insurance plans and contributes up to \$1,006 per month for employee and dependent coverage.
- Vision Insurance - The City provides vision coverage through Vision Service Plan (VSP) for employees and their dependents that are enrolled in medical coverage.
- Dental Insurance - The City provides three dental insurance plans and contributes up to \$45 per month.
- Life Insurance - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000.
- Deferred Compensation - The City offers optional participation in the deferred compensation plan.
- Leave Benefits - Includes vacation leave, sick leave, bereavement leave, and holiday benefits.
- Flexible Spending Account - The City offers a Health Care and Dependent Care Flexible Spending Plan for optional participation.
- Long Term Disability - The City offers optional enrollment in the Long Term Disability Plan.
- For additional benefits information, please visit the benefits website: www.riversideca.gov/human/benefits.