



City of Oakland Career Opportunity Open (Extended)

CONTROLLER

- Open Recruitment ● All qualified individuals may apply
- Closing Date ● December 11, 2009 at 5:00 pm
- Salary/Work Week ● \$11,813 - \$14,504 /month, 37.5 hour work week
Currently, there is an average of one mandatory
business shutdown day per month
- Civil Service Status ● Unclassified (Job Code MA113)

THE POSITION

The City of Oakland is currently recruiting to fill the position of Controller within the Finance & Management Agency. Under the direction of the Finance Director, this highly responsible position plans, organizes, manages, and directs programs and activities related to financial management, payroll, purchasing, and accounting functions, for both the City of Oakland and the Oakland Redevelopment Agency. The position is responsible for directing grants management and reporting, implementing and overseeing accounting systems citywide, and training and supervising assigned staff. The Controller position is not governed by the Personnel Rules of the Civil Service Board and is exempt under the Fair Labor Standards Act.

Typical duties may include, but are not limited to the following:

- Plan, organize, manage, and direct, through subordinates, the work of the Accounting Division.
- Utilizes knowledge of complex accounting methods and theories to direct the recordation of various transactions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Bard (GASB).
- Ensures efficient and effective application of financial transactions, policies and procedures to meet short-term and long-term objectives.
- Analyzes existing accounting policies, procedures and methodologies and recommends changes/revisions as may be necessary.
- Oversees and ensures that the requirements of various debt covenants are met.
- Responsible for the completion of the City and the Redevelopment Agency Comprehensive Annual Financial Reports (CAFR).
- Direct the selection, supervision, and evaluation of division staff; provide for staff training and development.

- Prepare or review reports for the City Administrator, City Council, or commissions; work closely with Council and other agencies; explain or coordinate plans for proposed projects and respond to their concerns.
- Provide timely and efficient accounting services to City departments and agencies.

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education: Bachelor's degree from an accredited college or university in accounting, finance, business administration, economics, public administration, or a related field. A Master's degree is highly desirable.

Experience: Seven years of experience in a large or complex organization including financial reporting, budget preparation, financing, and/or financial analysis with five (5) years of responsible supervisory, management and administration is desirable. A minimum of three years of responsible supervisory experience in the management of governmental accounting operations is required.

Certificates: Possession of a Certified Public Accountant license is highly desirable.

Additional Qualifications: Bilingual skills in Spanish, Cantonese, Mandarin and Vietnamese are desirable.

QUALIFICATIONS

Knowledge of: principles and practices of accounting and budgeting; accounting and budgetary procedures for municipal governments; administrative principles and methods, including goal setting, program development and implementation, and employee supervision; grants management and reporting; computer systems and applications; budget development and administration; principles of training and staff development.

Ability to: Manage and direct a comprehensive and complex municipal accounting program; develop and implement goals, objectives, policies, procedures, work standards, and internal controls; analyze complex accounting and financial problems; evaluate alternative solutions; recommend or adopt effective courses of action; select, train, motivate, and evaluate assigned staff; exercise sound, independent judgment within general policy guidelines; communicate effectively orally and in writing; prepare and administer a division budget; maintain accurate records; prepare clear, concise reports, correspondence, and other written materials; establish and maintain effective work relationships with those contacted in the performance of required duties.

THE SELECTION PROCESS

To be considered, submit City employment application and current resume to:

City of Oakland
Office of Personnel Resource Management
150 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612
Attn: Controller

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Legal: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to D. Look, Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

Background Checks and Drug Testing: The City may conduct a criminal background check, credit check, and/or qualifications check for applicants depending on the position sought. Final applicants will be required to sign an informed consent authorization form allowing the City to obtain their criminal history, credit report, and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent authorization form will not be considered further for the position. The City of Oakland is a drug-free workplace. Job offers for certain positions may also be contingent upon passing a drug test.

Emergency Response Zone: The City's Administrative Instruction (AI) pertaining to required residency for employees in certain classifications is currently under review.

HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: www.oaklandnet.com. Click on "City Jobs" to view current openings or access the employment application.

DATE OF FINAL INTERVIEWS

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

BENEFITS

The City of Oakland offers an attractive benefits package that includes:

- PERS retirement (2.7 @ 55 – employer shared contribution)
The City does not participate in Social Security except for a small deduction for Medicare.)
- Health, dental, and vision plans for employees and dependents
- Management Leave, vacation leave, sick leave and 13 paid holidays annually
- Deferred compensation and credit union services
- Life insurance
- City-paid professional memberships
- Education tuition reimbursement

D. Look; (510) 238-4479
09-MA113-016/unclassified
Re-Opens: 11/2/09
Closes: 12/11/09

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