

Retirement Accountant II

Recruitment #21-1370-01

DATE OPENED	11/9/2021 12:00:00 AM
FILING DEADLINE	12/3/2021 5:00:00 PM
SALARY	\$43.09 - \$53.39/hour; \$84,025.50 - \$104,110.50/year
EMPLOYMENT TYPE	Permanent Full-Time Employment
HR ANALYST	Tracy Gonzalez
DEPARTMENT	Retirement
WORK LOCATION	Oakland

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INTRODUCTION

THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended. Applications must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing.

Supplemental Questionnaire: A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Failure to submit the Supplemental Questionnaire will result in disqualification.

Applications and Supplemental Questionnaires will only be accepted on-line.

DESCRIPTION



THE AGENCY

The Alameda County Employee's Retirement Association (ACERA) is a retirement system organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Alameda, and certain other participating public employees. The retirement plan provides lifetime benefits to members of the retirement system who meet the minimum age and length-of-service requirements and is a significant and fundamental part of the comprehensive benefits package ACERA provides to eligible employees. Current Services Over the years, ACERA has expanded its member services to include employees of the Alameda County-based Superior Court of California and the five special districts of the County, as well as to administer retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

MISSION

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services. Commitment (Board and Staff) To carry out our Mission

through a competent, professional, impartial and open decision making process. In providing benefits and services, all persons will be treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

THE POSITION

Under direction, creates accurate financial statements, administers financial systems and analyzes financial data to complete reports; and to perform other related duties as required.

Please [CLICK HERE](#) for the full job description.

MINIMUM QUALIFICATIONS

Either I

The equivalent of two years full-time experience in the class of Retirement Accountant I in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

Or II

Education:

Education equivalent to graduation from an accredited four-year college or university with major course work in accounting, finance or business administration,

AND

Experience:

The equivalent of three years full-time increasingly responsible professional accounting and auditing which included significant accounting/fiscal duties and responsibilities.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- General and governmental accounting and auditing principles, theory and procedures.
- Project management techniques.
- Leadership principles.
- Accounting software programs.
- Spreadsheet and word processing software.
- Generally accepted accounting principles and financial record keeping practices.
- Business math.
- Both manual and automated systems.

Ability to:

- Assist in the preparation of comprehensive financial reports and budgets.
- Explain complex procedures to coworkers and coach staff in new skills and procedures.
- Identify emerging risk issues and trends and present analysis to supervisor.
- Establish priorities, analyze problems and identify solutions under pressure.
- Prepare and deliver presentations to groups.

- Resolve service-related conflicts and to consistently deliver quality service to internal and external customers.
- Communicate effectively orally and in writing.

EXAMINATION COMPONENTS

The examination will consist of the following steps:

1. A review of candidates' application to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.
2. A review of the supplemental questionnaire to determine the best qualified.
3. An oral interview which will be weighted as 100% of the candidates' final examination score. The oral interview may contain situational exercises.

Candidates must attain a qualifying rating on each portion of this recruitment.

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED EXAMINATION STEPS.

Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work.

To learn more about our recruitment and selection process, please visit the "What You Need to Know" section of our website, www.acgov.org/hrs.

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are **tentative** and subject to change based on the needs of the Agency.

TENTATIVE SELECTION PLAN

Deadline for Filing	5:00 PM, Friday, December 3, 2021
Review of Minimum Qualifications:	Friday, December 17, 2021
Review of Supplemental Questionnaire for Best Qualified:	Week of January 3, 2022
Oral Examination:	Week of February 7, 2022

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN.

Alameda County and the Human Resource Services Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) Alameda County's Reasonable Accommodation Policy and applicable statutes. To request an accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the assigned Human Resources Representative listed on the job announcement **before the last date of filing**. Alameda County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA and applicable statutes.

For more information regarding our Reasonable Accommodation procedures, please visit our website: www.acgov.org/hrs.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many

different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Notices will be sent from Noreply@jobaps.com. Please add @jobaps.com and Noreply@jobaps.com as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the 'My applications' button on the Current Job Openings page.

Please take the steps recommended above to ensure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box Noreply@jobaps.com are routed to an unmonitored mailbox. If you have questions please go to our website

at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the bulletin for the recruitment for which you have applied.

Tracy Gonzalez, Human Resources Analyst
Human Resource Services, County of Alameda
510-272-5085; Email: Tracy.Gonzalez@acgov.org
www.acgov.org/hrs


Disaster Service Worker

All Alameda County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to report to work as ordered in the event of an emergency.

Equal Employment Opportunity

Alameda County has a diverse workforce, that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Alameda County does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Alameda County celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p> 
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>

E-mail



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