



San Joaquin Council of Governments

Job Announcement



ACCOUNTING PAYROLL SPECIALIST

Compensation:

Accounting Payroll Specialist: \$67,272.24 - \$100,524.99 annually, depending on qualifications.

Education and Experience:

Accounting Payroll Specialist – Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be: - High school diploma or equivalent required, 5-7 years of recent and verifiable professional level experience in one or more of the following fields: payroll, accounting, finance; Advanced experience with New World ERP; Status as a Certified Payroll Professional (CPP), or Fundamental Payroll Certification (FPC) is highly preferred; Bachelor's degree in accounting or business-related fields preferred, or CPP certification.

Description:

There is an exciting opportunity to work in a dynamic planning agency that services as the Metropolitan Planning Organization (MPO), Regional Transportation Planning Agency (RTPA), and Local Transportation Sales Tax Authority for one of the fastest growing counties in California that connects the San Francisco Bay Area and Sacramento to the Central Valley and Sierra Mountains. The San Joaquin Council of Governments (SJCOG) has been a leader in the development and implementation of innovative programs and projects in all areas of transportation. Through the region's Measure K transportation sales tax program, SJCOG is administering the delivery of over \$3 billion in transportation investments over the next 30 years including transit, state highways, local roadways, pedestrian/bicycle, and smart growth projects. Currently, the region is under construction on over \$600 million in projects.

The agency takes great pride in being fiscally responsible and has implemented rigorous accounting processes and financial reporting procedures to monitor expenses, encumbrances, grant funds, project budgets, and revenue management. This position is one of four in the finance department and is responsible for payroll and benefits for up to 33 employees totaling \$4.5 million annually. The position also assists in other accounting activities.

This is a unique positing working with SJCOG's Finance Department in supporting the agency's activities by performing functions including complex professional accounting work relating to the maintenance of accounting transaction records; prepares analytical, narrative, statistical, and accounting reports. Completes routine and complex accounting operations by processing biweekly payroll, benefits payable, purchase order requisitions, annual workers comp, fiscal audit, and various other tasks. The SJCOG Accounting staff are highly regarded for their ability to maintain an exceptional level of accuracy and for providing outstanding customer service. The agency has been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the past seventeen years.

Key Qualifications:

Successful candidates will have experience working in a finance setting, with experience in New World software, payroll, benefits, workers compensation, and contract management. The position also requires the candidate to perform a complex professional accounting and payroll work. Incumbents work independently, requires minimal supervision, and may direct the work of lower level professional, technical, and clerical staff.

Highly Desirable:

Experience working with New World Logos suite software, or a state of the art ERP system is highly desirable.

Testing Schedule:

Depending on the number of qualified applications received, testing may consist of a highly qualified review, application screening, oral interview, skill testing, practical/performance exam, or any combination of exams to determine which candidates' names are placed on the eligible list.

To Apply:

Complete an application available at the SJCOG office or on SJCOG's website at www.sjcog.org/jobs.aspx.

Submit the application along with a cover letter and resume by email: calija@sjcog.org, fax: (209) 235-0405, or mail to:

Ms. Rebecca E. Calija
Attn: Grace Orosco, Chief Accountant
San Joaquin Council of Governments
555 East Weber Avenue
Stockton, CA 95202
Fax: 209.235.0432
E-mail: calija@sjcog.org

SJCOG also offers a very competitive benefits program which includes medical, dental, and vision benefits. SJCOG also contributes 15% of gross pay to a 401A program. Flexible work schedule options including telecommuting and a 9/80 work schedule (after a 6-month employment period) are possible. Incomplete applications will not be accepted.

SJCOG is an At-Will employer.

Application Deadline: OPEN UNTIL FILLED. Interested applicants are encouraged to apply immediately.

SJCOG is an Equal Opportunity Employer