



City of Laguna Woods

CITY OF LAGUNA WOODS
24264 El Toro Road
Laguna Woods, CA 92637
(949) 639-0500

cityhall@cityoflagunawoods.org

www.cityoflagunawoods.org

JOB ANNOUNCEMENT

ACCOUNTANT

(FULL-TIME; NON-EXEMPT AND AT-WILL)

\$73,736 - \$103,230.40 annually (\$35.45 - \$49.63 per hour),
plus a monthly benefit allowance, monthly technology allowance, and other benefits

*Appointment may be made at any point within the range,
but is anticipated to be made at or below the midpoint (\$88,483.20 annually).*

About the City of Laguna Woods

The City of Laguna Woods occupies approximately three-square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

On March 24, 1999, the City of Laguna Woods was incorporated as Orange County's 32nd city. It is a general law city with a council-manager form of government and 18.25 full-time equivalent employees. In addition to being one of California's safest and fiscally healthiest cities, the City of Laguna Woods is unique in that the median age of its 17,644 residents is approximately 75.

The City of Laguna Woods is located just over one mile from Laguna Canyon and approximately five miles from the Pacific Ocean. It is bordered by the cities of Aliso Viejo, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other protected open space areas.

Laguna Woods Village is the largest and most populous of the five private communities that

residents of the City of Laguna Woods call home. Residents enjoy easy access to five local shopping centers and a short drive to the Irvine Spectrum and other shopping and entertainment destinations.

More information about the City of Laguna Woods is available on the [City's website](#).

About the Position

The City of Laguna Woods is recruiting for one full-time Accountant to join its Administrative Services Department. The Administrative Services Department includes three employees (a Director who also serves as the City Treasurer, Accountant, and Accounting Clerk).

The Accountant will be responsible for performing complex administrative, analytical, professional, and technical duties related to finance, accounting, purchasing, and payroll. Key duties include, but are not limited to, preparing and examining financial transactions; performing accounts payable and receivable functions; analyzing and reconciling revenue and expenditure accounts; administering and reconciling payroll; preparing financial reports; and, assisting with external audits.

The Accountant will supervise one full-time Accounting Clerk.

Typical work hours are 8 a.m. to 5 p.m., Monday through Friday, with a one hour lunch break.

Essential duties are further described in the [Accountant job classification](#).

Education and Experience

Applicants should have governmental accounting experience. Prior experience in a municipal accounting position is highly desirable.

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in finance, accounting, or a related field and two years of full-time work experience involving relevant operations and activities.

Licenses and Certifications

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's vehicle insurance policies, as may change from time to time. This position involves the periodic performance of duties and travel that require operation of a personal vehicle (e.g., participating in off-site meetings).

Benefits Summary

- **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM ("CalPERS")**
Full-time employees are enrolled in either a "classic" (2% at 55) or "PEPRA" (2% at 62) CalPERS retirement program based on eligibility. Classic members pay a 7% employee contribution from salary. PEPRA members pay employee contributions from salary at rates established by CalPERS

(8% for Fiscal Year 2025-26), as may change from time to time.

- SOCIAL SECURITY AND MEDICARE

Full-time employees pay a combined 7.65% from salary toward Social Security and Medicare, as may change from time to time. These contributions are in addition to the employee contributions for CalPERS retirement (e.g., a CalPERS Classic member pays a total of 7.65% for Social Security and Medicare, plus 7% for CalPERS retirement (total of 14.65%); a CalPERS PEPRA member currently pays 7.65% for Social Security and Medicare, plus 8% for CalPERS retirement (total of 15.65%)).

- MONTHLY BENEFIT ALLOWANCE

Full-time employees receive a monthly benefit allowance that can be applied toward health, dental, and/or vision insurance, as well as health and/or dependent care flexible spending accounts up to legal maximums. The monthly benefit allowance is \$1,500 per month.

Health, dental, and vision insurance coverage begins the month following hire date.

- DEFERRED COMPENSATION

Full-time employees may contribute a portion of their salary to the City of Laguna Woods' MissionSquare Retirement (formerly ICMA-RC) 457 Deferred Compensation Plan. The City of Laguna Woods does not provide an employee match.

- PAID TIME OFF

Full-time employees earn 160 hours (20 days) of paid time off per calendar year, on a per pay period basis. Paid time off may be used for vacation, sick leave, or other purposes and accrued up to a maximum of 480 hours (60 days).

- PAID HOLIDAYS

Full-time employees receive [10 single day paid holidays plus an extended paid winter holiday](#) each calendar year.

- FLOATING HOLIDAYS

Full-time employees receive two floating holidays per calendar year that must be used during the same calendar year. Floating holidays are earned during the first pay period of each calendar year.

- PAID BEREAVEMENT LEAVE

Full-time employees are eligible for up to 40 hours of paid bereavement leave per 12-month period. Paid bereavement leave may be used after qualifying deaths or reproductive loss events.

- PAID COURT LEAVE

Full-time employees are eligible for up to 80 hours of paid court leave per 12-month period. Paid court leave may be used when called to serve on a jury, appear as a witness in court other than as a litigant, or for other qualifying purposes.

- EMPLOYEE ASSISTANCE PROGRAM (“EAP”)

Full-time employees may obtain voluntary, confidential assistance in working through various

life challenges that may adversely affect job performance, health, and personal well-being through Aetna Resources for Living. The EAP is offered free of charge.

- **TECHNOLOGY ALLOWANCE**
This position is eligible for a \$25.00 per month technology allowance for the use of a personal cellular telephone as part of the City's multi-factor authentication and cyber security protocols. Technology allowances are added to employee compensation and paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.
- **EDUCATIONAL ASSISTANCE PROGRAM (“EdAP”)**
After six months of employment, this position is eligible to receive nontaxable reimbursement for qualifying tuition, textbooks, and other educational expenses. The EdAP currently provides for a maximum reimbursement of up to \$1,050 per calendar year for employees with less than two years of employment with the City of Laguna Woods.
- **TELECOMMUTING**
This position is not eligible for regular telecommuting.
- **OVERTIME**
This position is not exempt under the Fair Labor Standards Act and is eligible for overtime pay.
- All benefits are subject to change.

How to Apply

This position is **OPEN UNTIL FILLED**. Apply immediately.

To apply for this position, please email, mail, or hand-deliver a completed City of Laguna Woods employment application, cover letter, and resume to:

cityhall@cityoflagunawoods.org

OR

City of Laguna Woods
Attn: Human Resources
24264 El Toro Road
Laguna Woods, CA 92637

The City of Laguna Woods employment application, job classification, and benefits resolution are available on the City's website (www.cityoflagunawoods.org/HR) and at Laguna Woods City Hall.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to,

religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

The City of Laguna Woods provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of any job classification.