



**The City of San Mateo invites applications for the following opportunity:**

**Position:** Accounting Assistant I (Per Diem)  
**Salary:** \$31.38 - \$37.42 hourly (depending upon qualifications)  
**Job Type:** Part time (20 - 40 hours per week)  
**Location:** San Mateo City Hall, Finance Department, San Mateo, CA 94403  
**Hours:** M-F, 8:00 am - 5:00 pm (typically)  
**Application:** Application process open until filled

**THE POSITION:** The Finance Department at the City of San Mateo has an opportunity for an entry level Accounting Assistant I to work in the Accounts Payable section. The Accounts Payable team manages the payment of invoices, expense reimbursements, and credit cards, among other things, for the City as a whole and is part of a team of 18 Finance employees. The Accounting Assistant I will work with the Senior Accounting Assistant to support 11 Departments as well as the San Mateo Consolidated Fire Department.

**DUTIES:** Depending upon assignment, duties may include, but are not limited to the following:

- Audit invoices against purchase orders; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- Open and close accounts; maintain various ledgers, registers, journals, and spreadsheets according to established account classifications.
- Maintain daily transaction records by balancing, preparing summaries, and entering into financial system; maintain records of delinquent invoices.
- Respond to citizen inquiries; research and answer employee and department questions regarding the status of accounts and payments, the proper coding of transactions, and other matters.
- Participate in the preparation of payroll, accounts payable and accounts receivable as well as control and account verification of an accounting system.
- Perform related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS:**

- One year of clerical experience, preferably including some financial and statistical record keeping.
- Equivalent to completion of the 12th grade.
- Interest in learning more about a career in local government finance

**HOW TO APPLY:** Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire on-line on **CalOpps.org**.

**or**

Submit an official City of San Mateo application **and** supplemental questionnaire to the City of San Mateo Human Resources Department, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403

**SUPPLEMENTAL QUESTIONNAIRE:** Please submit a one-page cover letter discussing your interest and experience as it relates to this position.

**For additional information on the position please contact Sabrina Brenes, 650-522-7108 or by email at [sbrenes@cityofsanmateo.org](mailto:sbrenes@cityofsanmateo.org).**

*The City of San Mateo is an equal employment opportunity employer.*