



## City of Mountain View (CA) Account Clerk I/II

<b>SALARY</b>	\$2,743.18 - \$3,678.81 Biweekly \$5,943.56 - \$7,970.76 Monthly \$71,322.68 - \$95,649.06 Annually	<b>LOCATION</b>	Mountain View City Hall
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	20260001
<b>DEPARTMENT</b>	Finance and Administrative Services Department	<b>OPENING DATE</b>	04/28/2026
<b>CLOSING DATE</b>	5/11/2026 5:00 PM Pacific	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	TBD		

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### What's the Role and What You'll Do

#### Account Clerk I/II (Accounts Payable) – City of Mountain View

The City of Mountain View is hiring a *Limited-Period\** Account Clerk I/II to support our Accounts Payable team—the people responsible for ensuring invoices move from “received” to “paid” accurately and on time. This position is within the Accounting Division of the Finance and Administrative Services Department.

This is a detail-oriented role where accuracy matters. Every invoice reflects services performed, materials delivered, and progress on important projects. In this role, you will help ensure everything is properly reviewed and aligned before payments are processed.

Depending on your experience, you may be hired at either the entry-level (Account Clerk I) or journey-level (Account Clerk II).

*\*This is a limited-period assignment through June 30, 2027, with the potential for renewal on a year-to-year basis with City Council approval. This is an at-will position and, as such, employment may end at any time without notice and for any reason.*

#### What the work actually looks like

You'll be part of the day-to-day flow of Accounts Payable—where invoices are received, reviewed, and processed through the system.

Your responsibilities will include:

- Opening, reviewing, and routing invoices from departments and vendors
- Matching invoices to purchase orders, ensuring amounts, quantities, and terms are accurate
- Coding expenses to the appropriate accounts
- Verifying that all required approvals are in place prior to payment

- Identifying and flagging issues early (e.g. duplicate invoices, missing information, incorrect charges)
- Following up with departments or vendors to resolve discrepancies or incomplete submissions
- Reviewing and entering bankcard charges for month-end reconciliation
- Entering payment data into the City's financial system, preparing payment batches, and helping ensure deadlines are met
- Reconciling vendor statements to ensure all items are accounted for
- Compiling statistical and financial data for reports and special projects
- Responding to and resolving inquiries from internal and external stakeholders

Some of the work is repetitive, but it is essential. You'll play a key role in maintaining accurate accounting records and keeping things on track—regularly checking details, confirming information, and catching issues before they become problems.

### **How the levels work**

At the **Account Clerk I** level, you'll learn the process step by step, including how invoices flow, what to look for, and how to use the City's systems. There will be structure and support as you build confidence.

At the **Account Clerk II** level, you're more experienced and comfortable doing the work. You're trusted to spot issues, resolve discrepancies, and keep things moving without needing much direction. You start to see patterns, such as what causes delays or where errors happen, and you help prevent them.

### **What makes someone good at this**

You're the kind of person who double-checks things without being asked.

You'll do well here if you:

- Have basic accounting and/or bookkeeping experience
- Are comfortable working with computer-based accounting or financial systems and relevant software
- Pay close attention to details and can identify inconsistencies
- Stay organized while managing a steady flow of work
- Manage time effectively and meet deadlines
- Follow through on tasks, especially when resolution requires multiple steps
- Communicate clearly, both in writing and verbally, when seeking information or clarification
- Are comfortable asking questions and proactively solving problems

### **Why this role matters**

When Accounts Payable runs well, everything else runs more smoothly. Vendors are paid on time, departments can keep projects moving, and the City maintains trust with the people and companies it works with.

It's consistent, behind-the-scenes work—but it has a meaningful impact on day-to-day operations.

## **The Essentials**

### **Experience and training guidelines:**

Account Clerk I:

- One year of responsible clerical, accounting clerical, or administrative/business experience.
- Equivalent to the completion of the 12th grade.

Account Clerk II:

- One year of experience comparable to that of an Account Clerk I in the City of Mountain View.
- Equivalent to the completion of the 12th grade.
- Possession of an associate of arts degree in accounting or a closely related field is highly desirable.

## Apply Now

Applicants are invited to submit an application and resume online at [governmentjobs.com](http://governmentjobs.com) or at the Human Resources Department, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Applications and resumes must be received no later than 5:00 p.m. PST, **Monday, May 11, 2026** (postmarks, faxes, emails, and interoffice mail will not be accepted if not received by the filing date). Please call the Human Resources Department at ext. 6309 if you have any questions regarding this job opportunity.

Candidates with the most relevant qualifications will be invited to the following process:

- Oral Board Interview Panel (weighted 100%) via video conference (Zoom) to be conducted during the week of **May 18**.
- In-person Department Interview – Select candidates who pass the oral board interview may be invited to meet with staff from the Finance and Administrative Services Department for a more in-depth discussion regarding the position and their qualifications during the week of **May 25**.

**Fine Print:** *The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*

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### Employer

City of Mountain View (CA)

### Address

500 Castro Street

Mountain View, California, 94041

### Website

<https://www.mountainview.gov/>

## Account Clerk I/II Supplemental Questionnaire

### \*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- High school graduate, diploma or the equivalent (GED)
- Associate degree
- Bachelor's degree
- Master's degree or higher
- None of the above

**\*QUESTION 2**

Do you have at least one (1) year of experience performing duties comparable to an Account Clerk I (e.g., processing financial transactions, maintaining records, supporting accounts payable/receivable)?

- Yes
- No

**\*QUESTION 3**

How many years of experience performing duties comparable to an Account Clerk I (e.g., processing financial transactions, maintaining records, supporting accounts payable/receivable) do you have?

- No experience
- Less than 1 year of experience
- 1 year but less than 2 years of experience
- 2 years but less than 3 years experience
- 3 or more years of experience

**\*QUESTION 4**

Do you have accounting experience working in a public agency (e.g., city, county, special district, school district, or other government entity)?

- Yes
- No

**\*QUESTION 5**

If you answered "Yes" to the question above, please indicate your total length of accounting experience working for a public agency.

- No experience
- 6 months but less than 1 year of experience
- 1 year but less than 2 years of experience
- 2 years but less than 3 years of experience
- 3 or more years of experience

**\*QUESTION 6**

Which of the following Accounts Payable tasks have you performed? (Select all that apply)

- Reviewing and routing invoices
- Matching invoices to purchase orders
- Coding invoices to appropriate accounts
- Verifying approvals prior to payment
- Identifying and resolving discrepancies
- Communicating with vendors or internal staff regarding invoice/payment issues
- Preparing payment batches or assisting with check runs
- Reconciling vendor statements
- Entering bankcard or credit card transactions for reconciliation
- Compiling data for reports or tracking purposes

None of the above

**\*QUESTION 7**

Describe your most recent experience processing accounts payable invoices, including the volume you handled. In your response, include: Approximate number of invoices processed (daily or weekly), your role in the process (e.g., data entry, purchase order matching, coding, reconciliation), and any issues you regularly handled (e.g., discrepancies, missing approvals, vendor questions).

**\*QUESTION 8**

List the financial systems or ERP software you have used for accounts payable, and describe your level of proficiency in each. For each system, include: Name of the system, how you used it (e.g., invoice entry, coding, reconciliation, reporting), and your level of proficiency (basic, intermediate, advanced).

\* Required Question