

CITY OF GILROY IS HIRING

ACCOUNTING ASSISTANT I

Finance Department

\$5,215.33 – \$7,338.42 Monthly, Plus Excellent Benefits

Salary steps—Steps F, G, and H, within the range listed above—are available after 5, 10, and 15 years of service, with one year at the prior step and a satisfactory performance evaluation. Initial placement is typically at the entry step, though candidates with relevant public agency accounting or finance experience may qualify for a higher step based on qualifications and job alignment.

Opportunity to work a 9/80 work schedule with every other Friday off. This is a full-time, on-site position, designed for direct collaboration with the team and active participation in daily operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting for a full-time Accounting Assistant I in the Finance Department. This position will primarily be assigned to the Utility Billing/Information Desk area, providing excellent customer service to internal and external customers, and performing cashiering and accounting-related work. The Finance Department's goal is to provide timely and accurate financial information to City Management, City Council, and the public, while responsibly managing the City's assets, including cash and investments.

Under the direct supervision of the Finance Manager or Supervising Accounting Technician, the Accounting Assistant will perform a wide variety of accounting and statistical record-keeping assignments related to maintaining financial and statistical records. This position may provide support in one or more of the following areas: accounts receivable, accounts payable, utility billing, and/or the front information desk.

This role offers opportunities to build foundational experience in municipal finance and may serve as a steppingstone to the Accounting Assistant II classification, depending on performance and experience gained.

ABOUT THE TEAM

The Finance Department is committed to delivering timely, accurate financial information to City leadership and the public, while responsibly managing the City's assets—including cash and investments—with integrity and transparency. The team also takes pride in providing friendly, efficient utility billing services to our water and wastewater customers.

If you're looking to join a team that values professionalism and community impact, the Finance Department is the place to be!



APPLICATION DEADLINE

April 20, 2026 at 5:00 p.m.

ORAL BOARD INTERVIEWS

May 20, 2026

PRACTICAL EXERCISE & FINALIST INTERVIEWS

Week of May 25, 2026

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions required
- A Resume is required
- A cover Letter expressing your specific interest in this position is preferred
- Three (3) professional references are required

Applications that do not include all required items are incomplete and will not be considered.

Apply at:



CANDIDATE LEARNING PERSPECTIVES

If you're looking to join a hard-working team in a fast-paced environment—where you can gain hands-on experience in Finance, Accounting, and Customer Service—this position could be a great fit for you!

As an entry-level Accounting Assistant, you'll be supported with the tools and training needed to succeed and contribute to the department's goals. You'll work closely with the Finance team, other departments, and members of the public, developing strong customer service skills along the way. This role offers valuable exposure to municipal operations and the potential to advance to an Accounting Assistant II position.

THE IDEAL CANDIDATE WILL

- Deliver excellent customer service with clear communication and reliable follow-through.
- Exhibit professionalism, ethics, and cultural awareness in all interactions.
- Communicate effectively with a diverse group of people using strong listening and interpersonal skills.
- Be a dependable team player, ready to assist wherever needed.
- Be punctual, reliable, and mindful of time and deadlines.
- Maintain a positive, solution-oriented attitude when challenges arise.
- Stay organized and flexible, able to juggle multiple priorities.
- Accurately perform cashiering and financial tasks in line with procedures.
- Exhibit strong attention to detail in all aspects of work.
- Apply basic accounting skills to support billing and recordkeeping.
- Proficient in Microsoft apps (Excel, Word, Outlook) and 10-Key by touch.

EXAMPLES OF FIRST YEAR PROJECTS/ ASSIGNMENTS

- Learn the new Utility Billing/ ERP System – Tyler Munis
- Support implementation and rollout of new Utility Customer water usage reports and portal.
- Assist customers with billing inquiries and account support
- Develop knowledge of utility billing processes and account management.

QUALIFICATIONS

- Any combination of training and experience equivalent to High School graduation or G.E.D and two years of experience in accounting and clerical work, including responsibility for handling and accounting for cash and/or maintaining accounting records. Prefer 15 units of college level accounting.
- Keyboarding 25 net words per minute, and proficient in 10-key by touch and Windows environment.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
- Bilingual (Spanish/English) desired, but not required.
- Pass a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.



MOU REPRESENTATION: AFSCME Local 101 General Unit

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at:
www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, holidays, and personal leave time off benefits
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability
- insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (to include testing for psycho-active marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:

(408) 846-0228

or

coghr@cityofgilroy.org

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following **required** items with your electronic NEOGOV application:

- Completed applications with responses to supplemental questions (*required*)
- Detailed resume focusing on relevant work experience and education (*required*)
- Three professional references (*required; note: references will not be contacted until after the interview process*)
- Cover letter that explains your specific interest in this position with the City of Gilroy (*preferred*)

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

**TO REVIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES, CLICK HERE:
[ACCOUNTING ASSISTANT I](#)**

