



We invite applications for the position of:  
**ACCOUNTING ASSISTANT I/II**  
Accounting Assistant I \$5,439 - \$6,487 Monthly  
Accounting Assistant II \$5,975 - \$7,131 Monthly  
Plus a comprehensive benefits package

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## The City of San Mateo Finance Department is seeking an Accounting Assistant I/II

### The Department

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of our community.

The Finance Department is responsible for the overall financial management of the City. The Department's core function is to maintain a strong and secure financial position for the City by providing comprehensive financial and analytical services to the City Council, City management, staff, and the public. Operationally, the Finance Department provides services in the areas of Accounting and Financial Reporting, Budget, Treasury and Revenue Management, Purchasing, Accounts Payable, Payroll, and Debt Service.

Collaboration, Innovation, Respect, Creativity, Transparency, and Informed Risk-taking are attributes that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work, [https://www.youtube.com/watch?v=\\_GTIzeSpc\\_g](https://www.youtube.com/watch?v=_GTIzeSpc_g)

### The Position

**Accounting Assistant I** - This is the entry level class in the Accounting Assistant series. This class is distinguished from the Accounting Assistant II level by the performance of the more routine tasks and duties assigned to positions within the series which are performed according to established procedures, and changes in procedures or exceptions to rules are explained in detail as they arise. Since this class can be used as a training class, employees may have only limited experience. Certain positions in this class, those that contain primarily routine and less complex tasks, may be permanently assigned to the "I" level.

**Accounting Assistant II** - This is the journey level class within the Accounting Assistant series. Employees within this class are distinguished from the Accounting Assistant I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Accounting Assistant I, or when filled from the outside, require prior accounting clerical experience. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meets the qualification standards for the class.

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

- Open and close accounts; maintain various ledgers, registers, journals, and spreadsheets according to established account classifications.
- Audit invoices against purchase orders; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- 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.
- Perform related duties and responsibilities as required.
- Participate in the preparation of payroll, accounts payable and accounts receivable as well as control and account verification of an accounting system.

Immediate and/or general supervision is provided by higher level accounting or supervisory positions.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86>

## Knowledge and Abilities

### Accounting Assistant I:

#### Knowledge of:

- Modern office practices and procedures.
- Business math.

#### Ability to:

- Keep accurate financial records.
- Understand and carry out oral and written instructions.
- Perform varied clerical work.

### Accounting Assistant II: (In addition to Accounting Assistant I requirements)

#### Knowledge of:

- Principles and practices of financial record keeping.
- Municipal accounting systems, requirements, and procedures.

#### Ability to:

- Work independently in the absence of supervision.
- Maintain accurate records involving financial activities.

### **Minimum Qualifications:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Accounting Assistant I:

- One year of clerical experience, preferably including some financial and statistical record keeping.
- Equivalent to completion of the 12th grade.

#### Accounting Assistant II: (In addition to Accounting Assistant I requirements)

- Two years accounting clerical experience comparable to that of an Accounting Assistant I in the City of San Mateo.

### **Bonus Points** (*highly desirable*):

- An Associate's degree or a Bachelor's degree in accounting, business, or related field.
- Experience working in municipal financial services.

### **Benefits**

- **Salary: Accounting Assistant I \$5,439 - \$6,487/month; Accounting Assistant II \$5,975 - \$7,131/month**
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.23% to CalPERS and New members contribute 7.50% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will match up to 0.5% of base salary to the deferred compensation plan, and 1% City contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$90 bi-weekly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

### **Apply**

Submit an online application and supplemental questionnaire at [www.calopps.org/city-of-san-mateo](http://www.calopps.org/city-of-san-mateo) or to the Human Resources Department, City of San Mateo, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403, (650) 522-7260.

### **Application Deadline**

Recruitment will close on **Wednesday, July 1, 2026, at 5:00 p.m. or upon receipt of the first 50 applications and supplemental questionnaires, whichever occurs first.** Resumes are not required but highly recommended.

### **Examination Process**

All applications, résumés (*recommended*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés do not take the place of a completed employment application. A fully completed application is

required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, training and experience application review, or in the form of a practical demonstration of skill and ability, or any combination of these; a **virtual oral board** is tentatively scheduled for **Thursday, July 16, 2026.**

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – June 17, 2026

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org)*

***Fine Print***

*Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.*

*The City of San Mateo is an Equal Employment Opportunity Employer. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.*

*In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [wleopoldino@cityofsanmateo.org](mailto:wleopoldino@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.*

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**CITY OF SAN MATEO  
Accounting Assistant I/II  
Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Do you have experience working with computerized accounting systems, inputting data, and maintaining accurate financial and statistical records? If so, please indicate the related computer software/systems you have experience with. Also describe the specific work experience you have inputting data and maintaining accurate financial and statistical records.
2. Please describe an example of how you have handled a difficult situation at work in the past.
3. Please describe your experience with reviewing invoices, processing payments, and reconciling accounts. In your response, explain your approach to ensuring accuracy in this work.