



City of Brisbane

Is accepting applications for the position of

Accounting Assistant II

The City of Brisbane's Finance Department is searching for a proactive and meticulous Accounting Assistant II to join our dynamic team! Under general supervision, provides essential technical and office support, manages financial transactions, and prepares and reconciles financial and accounting records and reports. Additionally, performs related work as required. Please see the full job classification for details <https://www.brisbaneca.org>

Class Characteristic:

Accounting Assistant II is the experienced level in this class series. Responsibilities include independently performing work in one or more of the following areas: accounts receivable, accounts payable, payroll or business licensing, in addition to performing a variety of customer services, record keeping, reconciliation and report preparation activities. These classes are distinguished from the general office support and secretarial class series by the technical knowledge of accounting support terminology, processes and procedures.

Examples of Duties (Illustrative Only):

- Receives mail and direct payments from the public and funds from other City departments; balances monies received and prepares receipts and bank deposits.
- Processes accounts payable; assigns purchase order and vendor numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment; enters data into the accounts payable system to produce payment.
- Reviews payroll records for completeness and accuracy; resolves problems and enters data into the payroll system to produce the City's payroll.
- Provides information to business owners regarding business license requirements and fees; processes license applications and renewals; receives and receipts payments and prepares license certificates; maintains utility billing ledgers; inputs meter readings into the system and produces billing statements.
- Posts receipts, encumbrances and expenditures to various accounts; reconciles accounts and prepares general ledger entries.
- Prepares and distributes billings for money owed to the City for fees and services.
- Answers questions, provides information regarding procedures and regulations and assists the public at a counter and over the telephone
- Prepares and distributes payroll tax forms and 1099's on an annual basis.
- Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Performs general office support duties such as opening and routing mail, preparing correspondence, maintaining an inventory of office supplies and stationery, and duplicating and distributing various written materials.

QUALIFICATIONS:**Education/Experience:**

Equivalent to graduation from high school, supplemented by course work related bookkeeping, basic accounting and/or related computer applications.

One year of increasing responsible experience in performing general office support work or in processing financial documents and maintaining financial or accounting records. Two years of experience in performing accounting and financial document processing and record keeping. Experience in government accounting and payroll preferred.

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Performing detailed accounting and financial office support work accurately and in a timely manner.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic, financial and statistical computations.
- Establishing, maintaining, and researching files.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintain effective working relationships with those contacted in the course of the work.

Physical Demands: Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

SALARY:

\$5,824.32 - \$6,11.79 - \$6,422.60 - \$6,742.20 - \$7,079.69 per month.

Appointments are generally made at the first step in this range. This is a full-time position working Monday and Tuesday, 8:00 AM – 5:30 PM, Wednesday and Thursday 8:00 AM – 6:00 PM and Friday 8:00 AM – 1:00 PM. Must be able to attend occasional meetings and work assignments scheduled outside of regular business hours.

BENEFITS:

This position is eligible for benefits under the General Employees Association memorandum of understanding. Health benefits are offered through the CalPERS Health Program. The City contributes to a flexible compensation plan towards the cost of health plans offered, up to family coverage. City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability, and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN. Retirement benefits are provided through CalPERS, 2%@60 for “Classic” members, 2%@62 for “New” members. The City will contribute 1.5% to a Deferred Compensation 457b plan with additional matching available. Flexible spending accounts (Health & Dependent Care) and commuter spending accounts are also available. Free commuter shuttle to and from BART & Caltrain.

APPLICATION PROCESS:

Interested candidates must submit a completed on-line application at www.calopps.org. Applications must be received by **Friday, September 12, 2025, at 5:00 PM**. Resumes in lieu of a completed application will not be accepted.

SELECTION PROCESS:

Applications will be screened, and a limited number of the most highly qualified candidates will be invited to the oral panel. An eligibility list will be established from those who pass the oral panel interview process and computer-based/technical assessment. A limited number of eligible candidates from the list will be invited for a Department Head/Manager interview, who will make the final recommendation. Eligibility lists are good for one year, unless abolished sooner. After a mutual interest has been established, the final candidate must pass a fingerprint check submitted to the Department of Justice (DOJ), a pre-employment process, including a pre-employment physical and drug screening (when applicable), a driving record review, and reference check.



The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this job announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.