



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Accounting Technician

Annual Pay Range: \$76,684-\$95,759
plus full benefits including CalPERS Pension

Application Deadline: May 5, 2024

Do you have a passion for the outdoors and preserving open space? The Midpeninsula Regional Open Space District has an excellent opportunity for an experienced self-starter to join our team as our next Finance Technician! Responsibilities include performing detailed account, financial, and payroll office support work accurately and in a timely manner. In this position, you will work with a cohesive team at an amazing agency!

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

About the Position: This position requires the ability to maintain a high level of accuracy, integrity, and confidentiality. The Accounting Technician performs a variety of routine to complex administrative and technical duties related to payroll and other accounting support duties. Top candidates have experience working with financial systems, with the ability to quickly learn and adapt to new technology and information systems.

Duties include, but are not limited to:

- accounts receivable/payable,
- review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records,
- verify, post, and record a variety of financial transactions; prepare and maintain databases,
- maintain a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconcile transactions and account statements; record changes and resolve differences; maintain the accuracy of accounting and financial records,
- report generation,
- produce journal entries to post payments to the general ledger,
- accurately prepare employee and vendor payments for retirement and other benefits; submits reportable compensation to CalPERS and process payments; prepare Federal and State tax reports.

Top candidates:

- have excellent written and interpersonal skills,
- can organize, prioritize and follow-up on work assignments,
- can interpret and accurately record data,
- can work with frequent interruptions and changes in priorities.

For additional information about the position, see the [Job Description page](#) on our website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of Administrative Services at Midpen's office in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position.

Education and Experience: any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting or finance, and
- three (3) years in the maintenance of financial and accounting records
- experience in public sector finance, with the knowledge of principles of governmental financial recordkeeping and bookkeeping, is highly desired.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on our website for details.

How to Apply: apply online at [CalOpps.org](https://calopps.org)

(To avoid missing email communication about this recruitment, add mpropenspace@calopps.org to your contacts or list of safe senders.)

Application deadline: May 5, 2024. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule: (dates subject to change)

First Interview (virtual): May 16, 2024

Written Exercise (virtual): May 21, 2024

Second Interview (in person): May 22, 2024

A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer
Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at
(650) 691-1200 or via email at hr@openspace.org.