



The City of East Palo Alto Invites Applications for the Position of

ACCOUNTING TECHNICIAN I/II

Salary:

Accounting Technician I

\$31.79 - \$38.64 Hourly
\$5,510 - \$ 6,378 Monthly

Accounting Technician II

\$34.17 - \$41.53 Hourly
\$5,923 - \$ 7,200 Monthly

Plus, an attractive benefits package

Deadline to Apply: March 20, 2026, at 11:59 PM

The City of East Palo Alto is now actively seeking a compassionate, organized, responsible Accounting Technician I/II. The Accounting Technician I/II performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licensing, in addition to balancing and maintaining manual and computerized accounting and financial records; and performs related duties, as assigned.

This is an open competitive/promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

IDEAL CANDIDATE: The ideal candidate will possess the following:

- Detail oriented and dependable accounting professional
- Experience in accounts payable, accounts receivable, utility billing, and business licensing.
- Accurately maintain and reconcile financial records
- Customer Service
- Time Management
- Eager to learn to develop their skills
- Work independently and exercise sound judgement
- Flexible and strong team player committed to growing with the organization.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the accounts receivable assignment:

- Processes periodic invoice requests; creates and maintains new accounts.
- Receives and balances cash and grant receipts and general ledger debits; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Receives mail and direct payments from the public and from other City departments, balances monies received and prepares receipts.

- Processes City-wide returned checks and contacts customers as appropriate; prepares delinquent item reports, initiates and monitors delinquent processing for collection; prepares and processes year-end write-offs for un-collectable accounts.
- Maintain and update IRS W-9 information of vendors for IRS 1099 year-end tax reporting and processing.

When performing the accounts payable assignment:

- Processes payments in batches and logs batch reports as appropriate; processes warrant writing on a weekly basis; prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; prepares manual checks; prepares payments for mailing and files copies with backup.
- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, packing slips, and invoices; research discrepancies and unauthorized purchases; checks allocations against department budget appropriations; prepares payment requests; balances and maintains retention accounts; liquidates purchase orders; processes purchasing requisitions for the assigned department.
- Sets up new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Maintains credit card accounts; processes receipts and reconciles to credit card statements.
- Processes miscellaneous receipts.
- Transmits weekly positive pay file to the bank.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Receives vendor inquiries via modern communication methods or in person; resolves any issues, problems, or requests using established procedures.
- Prepares centralized bank deposits and reports.
- Maintains warrant control log for check stock, including void checks.
- Maintains signature authorization listing used to verify payment authorization signatures.
- Verifies bankruptcy information of vendors; participates in audits of vendors and other City departments; maintains vendor W-9 information for 1099 processing.

When performing the business licensing assignment:

- Maintains the business license database; research new businesses and notifies them of licensing requirements; mails application materials; processes closing accounts; reviews and reconciles payment ledger against database of notices; verifies bankruptcy information and performs other research about business and property information; initiates work orders for inspectors as assigned.
- Calculates necessary fees; accepts and processes payments at the front counter, over the phone, and by mail, in cash, by check, or by credit card; makes change as necessary and maintains cash drawer as appropriate; balances payments and posts transactions in the accounting system daily.
- Prepares monthly renewal, second, late, final, delinquent or other related notices.
- Balances month end work and research, compiles, enters, and classifies data for new business input.
- Participates in the implementation of new business license rates and maintains online forms and instructions.
- Coordinates other code or licensing requirements with other departments.

When performing all assignments:

- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.

- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports, reviews and researches budget to actual activity.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items; may dispatch maintenance crews to assist with emergencies.
- May initiate a variety of work orders for other personnel in the department to which assigned.
- May provide direction and training to lower-level or less experienced staff in area of assignment.
- Assists with the year-end closing process including the preparation of worksheets.
- Assists supervisor(s) with special projects as required.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of: Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and business licensing. Business arithmetic and basic financial and statistical techniques. Record-keeping principles and procedures. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Modern equipment and communication tools used for business functions and program, project, and task coordination. Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to: Perform detailed account and financial office support work accurately and in a timely manner. Respond to and effectively prioritize multiple phone calls and other requests for service. Compose correspondence and reports independently or from brief instructions. Make accurate arithmetic, financial, and statistical computations. Establish and maintain a variety of filing, record-keeping, and tracking systems. Understand and follow oral and written instructions. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Accounting Technician I:

Education: Equivalent to graduation from the twelfth (12th) grade.

Experience: One (1) year of responsible administrative support experience; experience in financial/accounting record-keeping preferred.

Accounting Technician II:

Education: Equivalent to graduation from the twelfth (12th) grade, some college-level coursework in accounting, finance, or a related field

Experience: Two (2) years of experience equivalent to Accounting Technician I in the City of East Palo Alto.

License and Certifications: Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

SELECTION PROCESS:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to a panel interview. Those that score the highest out of the panel interview will be advanced to department interviews. It is desired that the successful candidate begin employment as soon as possible.

Completion of the supplemental questions is a required part of the application and examination process. "See Resume" will not be acceptable as an answer to supplemental questions.

APPLICATION PROCESS:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please go to the Member Agencies tab, locate San Francisco/Peninsula, Under that select East Palo Alto. Or follow this link; <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

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Additional inquiries about the position may be directed to Human Resources, dtulabing@cityofepa.org and cc: hr@cityofepa.org with subject line: Recruitment for Accounting Technician I/II or (650) 853-3152.

The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources

BENEFITS:

The City of East Palo Alto offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

Union Membership: This position is non-exempt and subject to the overtime rules of the Federal Labor Standards Board and is part of the Service Employees' International Union group (SEIU).

Health Benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee-only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. If enrolled in Kaiser High Deductible Plan, the City will contribute \$2,000 into a Health Equity Savings Account prorated to date of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long-Term Disability: City paid.

Life Insurance: The City pays for coverage of \$25,000

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.

CalPERS New Members—2% @ 62 formula Employee pays 7.75% employee contribution. *
Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 Hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Bi-lingual Pay: Additional \$50 / pay period for those asked to translate in languages other than English in order to perform assigned job duties. The candidate will be required to pass a bilingual test.

Tuition Reimbursement: \$600-\$1,000 per year

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

ABOUT THE CITY: The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 31,500 with an area of 2.5 square miles.

**THE CITY OF EAST PALO ALTO
IS AN EQUAL OPPORTUNITY EMPLOYER**