

City of Saratoga invites your interest in the position!

Deadline to apply is Thursday, November 13. Interested candidates are encouraged to apply early.

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The city's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



**View the Complete
Job Description**

Accounting Technician

\$41.98-\$51.04 per hour (5-step range)

Full-time, benefited position, FLSA non-exempt



The City of Saratoga is looking for an accounting professional ready for the next step in their career to join our Administrative Services Department team as a full-time Accounting Technician. The Technician, under general supervision, performs journey-level technical and administrative accounting duties related to the preparation, maintenance, and processing of accounts receivable and accounts payable transactions for the City. Responsibilities include reconciling accounts and ledgers, preparing financial reports, executing batch runs and wire transfers, and maintaining both manual and computerized financial records. The role also involves establishing and updating vendor accounts, ensuring accuracy and compliance with applicable regulations, and assisting with financial reporting activities. The incumbent will be assigned to the Accounts Payable and Program Procurement Support areas and will report to the Finance Manager.

The Technician will have knowledge of and proficiency in: Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and business licensing; Methods and techniques of preparing and maintaining records of financial transactions; Methods and techniques of researching and resolving accounting transactional discrepancies; Business arithmetic and basic accounting and financial management knowledge; Record-keeping principles and procedures; Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility; and related areas to perform the essential functions of the position.

EXPERIENCE AND EDUCATION

Equivalent to an associate degree in accounting, business, or a related field and three (3) years of increasingly responsible accounting or financial record keeping experience in the areas of accounts receivable, accounts payable, or revenue collection.

The ideal candidate will possess a solid background in public sector accounting practices, ideally within a small city or similar organization, and will demonstrate the ability to thrive in a fast-paced environment with professionalism, adaptability, and collaboration. The successful candidate will bring strong technical accounting skills, keen attention to detail, and the capacity to manage multiple priorities while maintaining accuracy and efficiency. Excellent communication, organization, and problem-solving abilities are essential, as is a commitment to providing outstanding customer service and supporting the City's financial operations. The hired candidate will take initiative, work effectively with staff at all levels, and build positive working relationships that contribute to achieving departmental and organizational goals.



How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org.

As part of your online application, provide the City with a cover letter along with a resume and responses to the required supplemental questions. Applications that do not include the above elements will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

Deadline to apply is Thursday, November 13, 2025, at 5:00 pm but may close sooner if a sufficient number of qualified applications are received. Interested candidates are encouraged to apply early.



CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council-Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2025/26 General Fund Operating and Capital Improvement Budget is \$52.7M and includes 56.6 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works. The Finance Division includes four full-time staff reporting to the Finance Manager.

City offices operate on a 9/80 schedule. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.



COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- 9/80 City Work Schedule: Nine-hour days Monday through Thursday, eight-hour day one Friday, then off the next Friday.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the health plan premium for employee and eligible family members. The employee pays the premium amount above the City contribution as a pre-tax payroll deduction.
- The complete summary of benefits can be [viewed online](#).

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