



Apply to join the Redwood City team as an:

# Accounts Payable and Payroll Specialist

(Part-Time, 9-month position)  
#21C-14

Hourly pay: \$35.00 - \$40.00

**Continuous**  
(Opened on 06/07/2021)

### Application Process

Apply online at [www.CalOpps.org](http://www.CalOpps.org)  
Member Agency: Redwood City

### Benefits

This is a non-benefited casual position.

### Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Department staff

**Department Mission Statement:**  
*Transforming the Organization through Innovation, Collaboration, and Integrity*



### Why join the Redwood City team?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, and flexible work schedules. The Redwood City team is guided by the [core values](#) of excellence, integrity, service and creativity. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The

community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun team that fosters innovation, creativity and collaboration, we hope you'll apply.

### About the role:

The current **Accounts Payable and Payroll Specialist** position is a non-benefited, casual position that will run through March 2022 with the possibility of continuation. It is scheduled to work about 20-30 hours per week and reports to the Financial Services Manager. This is an excellent opportunity for a self-motivated individual to join the public finance profession and assist the Finance team with implementing their new enterprise resource planning system. Experience with processing accounts payable and payroll/benefits is desired. A passion to succeed, excellent customer service skills, and attention to detail are additional sought-after attributes.

### About the Finance Division:

The [Finance Division](#) is part of the Administrative Services Department. It manages payroll, accounts payable, accounting, preparation of the budget and annual financial reporting, treasury management including investments, debt administration, general liability and property risk management.

### What you'll do, at a glance:

- Receive, review, code, process, maintain, and/or prepare financial records
- Process accounts payable for multiple agencies
- Process payroll for multiple agencies, including all duties associated with payroll preparation.
- Prepare bank deposits
- Generate approved purchase orders
- Process retiree benefits, including maintaining retiree benefits database
- Analyze financial reports and general ledger accounts
- Perform office/clerical duties, such as scanning all paid invoices, approved journal entries, and documents related to payroll/benefits
- Perform other duties as assigned



#### **What you'll bring to the table:**

- A combination of experience, training and education that has prepared you to have the knowledge and abilities to succeed in this position. An example of a potential background:
  - Equivalent to completion of the twelfth grade supplemented by business accounting courses. One to two years of responsible clerical, bookkeeping or business experience, preferably at a government agency.

#### **Ideal candidates will have a record of demonstrating the following:**

- **Independence** - Ability to perform the duties as assigned with only occasional instruction or assistance; experience working directly with the public.
- **Interest in Public Finance** – Interest in and commitment to the mission of the Administrative Services Department/Finance Division
- **Interpersonal Communication** – Developing and maintaining effective working relationships with internal and public customers and vendors; relating well to people from varied backgrounds and in different situations.
- **Technical Competency** – Experience working with QuickBooks. Experience processing payroll and benefits: receiving and reconciling payments; preparing financial reports and analyzing data to draw sound conclusions; verifying and paying invoices; checking monthly vendor statements and balancing them; and keeping records and maintaining files.

**Interested in joining the Redwood City team?  
Submit your application via [www.CalOpps.org](http://www.CalOpps.org).**

**Apply immediately as selections may be made at any time within the process.**

*Grow your career in public service while making an impact on the community.*

#### **The Fine Print**

• Applications and the supplemental questionnaire will be **reviewed on a continuous basis** for completion, relevant education, experience, training and other job related qualifications. Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. Due to COVID-19, interviews will be conducted virtually. • Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including fingerprint, criminal history, and credit check • Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Lucy Fung, HR Analyst, at [lfung@redwoodcity.org](mailto:lfung@redwoodcity.org) • Questions? Read hiring process [FAQs](#), or reach out via email to [lfung@redwoodcity.org](mailto:lfung@redwoodcity.org). • Provisions in this document may be modified or revoked without notice. • Redwood City is an Equal Opportunity Employer. •

#### **Supplemental Questions**

Supplemental questions help us evaluate your qualifications for this position. Applications without answers will not be considered complete.

1. We want to understand your qualifications for the position of the Accounts Payable and Payroll Specialist with the City of Redwood City. Please describe your experience processing accounts payable and/or payroll, include any education, training, knowledge, skills and/or abilities that have prepared you for this position.