



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

ACCOUNT CLERK I/II

#20A-17

SALARY:

Account Clerk I

\$4,847 - \$5,891 Monthly

Account Clerk II

\$5,328-\$6,479 Monthly

Closing date: **Open Until Filled**
or upon receipt of the first 200
applications
(Opened 3/06/2020)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board Interview

Tentatively scheduled for

Date: TBD

All applications, including supplemental questionnaire, will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the

city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The City of Redwood City seeks an energetic, self-motivated person to fill the full-time position of Account Clerk I/II for the Administrative Services Department, Revenue Services Division. This is an excellent opportunity to join the public finance profession and learn this industry from the ground floor! A passion to succeed, excellent customer service skills, and attention to detail are sought after attributes.

Account Clerk I:

This is the entry level class in the Account Clerk series and is distinguished from the II level by the inability to perform the full range of duties assigned to the Account Clerk II class. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job skills.

Account Clerk II:

This is the journey level class in the Account Clerk series and is distinguished from the I level by the ability to perform the full range of duties as assigned with only occasional instruction or assistance. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. The Account Clerk II class is distinguished from the Accounting Technician I class in that more complex and specialized duties and responsibilities are assigned to the Accounting Technician I.

Typical tasks include, but are not limited to:

- A variety of customer service, entering, reviewing and processing payments.
- Processing utility bills.
- Receiving and coding payments.
- Preparing or verifying bank deposits.
- Entering billing adjustments.
- Handling a cash drawer.
- Analyzing balance sheet accounts.
- Other duties as assigned.



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for current "classic" members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,768/month Dental & vision insurance Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE IDEAL CANDIDATE

The ideal candidate will possess the ability to perform the full range of duties as assigned with only occasional instruction or assistance; demonstrate the ability to verify invoices and payment requests for accuracy; check monthly vendor statements and balance them; prepare financial reports and analyze data to draw sound conclusions; keep records and maintain files. Those with college coursework in accounting are encouraged to apply. A good work ethic and a sense of humor are preferred.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Account Clerk I:

Equivalent to completion of the twelfth grade supplemented by business accounting courses. One year in a general clerical or accounting clerical position.

Account Clerk II:

Equivalent to completion of the twelfth grade supplemented by specialized training in accounting and fiscal processes. Two years responsible experience in the maintenance of financial, fiscal, and related statistical records. Direct public contact experience is desirable.

Knowledge of:

- Principles and strategies of effective customer service.
- Principles and practices of financial record keeping.
- Basic accounting principles.
- Modern office procedures and equipment, including computer-based accounting systems.
- Use of equipment such as scanners, calculators and personal computers, including related software such as MS Word and MS Excel.

Ability to:

- Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions.
- Prepare financial reports and maintain ledgers and journals.
- Analyze data and draw sound conclusions.
- Reconcile bank statements.
- Communicate clearly and concisely both orally and in writing.
- Use a computer-based accounting system.
- Operate a 10-key calculator by touch.
- Follow verbal and written instructions.
- Work in a team-based environment.
- Work effectively with the public.
- Handle cash transactions accurately.
- Analyze data and draw sound conclusions.
- Reconcile bank statements.
- Speak fluently in both English and Spanish (highly desired).



A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- Credit Check
- Fingerprint

**SUPPLEMENTAL QUESTIONNAIRE
ACCOUNT CLERK I/II #20A-17
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Describe your experience with reconciling account information. Please be sure to include in your response any experience which would include the use of a Microsoft Excel spreadsheet, or a computer-based accounting system.
2. Describe your experience with receiving and posting cash payments.
3. Describe your experience which best demonstrates your ability to communicate effectively in-person and over the phone.

The City of Redwood City is proud to be an Equal Opportunity Employer!

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

BUILD A GREAT COMMUNITY TOGETHER