



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR

ACCOUNTING TECHNICIAN I

#25A-48

SALARY:

\$6,485 – \$7,884 / Monthly

CLOSING DATE:
8/15/2025 at 11:59PM
OR upon receipt of first 100
applications
(Opened 7/25/2025)

Application Process

Apply online at
www.CalOpps.org

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

Virtual Interviews are tentatively
scheduled for
September 10, 2025



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. 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 Finance team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of **ACCOUNTING TECHNICIAN I**. This position is to perform paraprofessional and high-level clerical accounting work in one or more designated areas such accounts payable administration/or general accounting, to assume responsibility for a designated procedural area, and work independently in performing a variety of responsible administrative and technical duties.

Typical responsibilities include, but are not limited to:

- Receive, review, and verify invoices and payment requests
- Prepare and process checks and electronic payments
- Schedule and prepare checks for approval and mailing
- Assist in month-end closing by reconciling AP sub-ledger to the general ledger
- Follow company policies and internal controls for accounts payable
- Assist with audit requests by providing supporting documentation and/or preparing year-end adjustments
- Review, analyze, and reconcile accounts with the general ledger and resolve all discrepancies and variances.
- Lead staff training and act as staff liaison to resolve accounts payable related accounting problems with departments
- Assist with special projects as needed.

THE IDEAL CANDIDATE

The Ideal Candidate will possess the ability to perform the full range of duties assigned with only occasional instruction or assistance; demonstrate the ability to verify bills and payments for accuracy; prepare financial reports and analyze data to draw sound conclusions; keep records and maintain files; will be a team player who likes working with a variety of City staff and the public. A good work ethic and a sense of humor are preferred.

To view the job specifications for this classification please click [here](#).



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is 2,598.76/month for 2025.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Holidays** 14/year and *Holiday pay)
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$1,500 Annually
- **Deferred Compensation Plan (457)**
- **commuter expenses.** (6-minute walk from Caltrain to City Hall)

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History check
- DOJ Fingerprint check
- Credit check
- DMV check
- References

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

Training, Education & Experience:

Accounting Technician I:

- Equivalent to the completion of the twelfth grade and
- Three years in an accounting clerical position.

Knowledge of:

- General knowledge of governmental accounting principles, practices and procedures.
- Investigative and interviewing techniques.
- Data processing applications in accounting functions.
- Accounting clerical procedures performed in municipal government, including accounts payable and account reconciliation.
- Accounting record keeping principles, practices and terminology.

Ability to:

- Perform a wide variety of paraprofessional accounting procedures.
- Apply accounting principles and procedures to a variety of transactions.
- Analyze accounting procedures.
- Prepare accounting, financial and statistical statements, compiling basic and supporting data.
- Function with a high degree of independence in performing job duties and exercise sound judgement in programmatic and procedural decision-making.
- Communicate effectively, orally and in writing.

A City application resume, and cover letter are required. All applications will be reviewed for 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 selection process. The specifics of the selection process will be communicated to those selected candidates.

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.