



Senior Accounting Technician

Annual Pay Range: \$98,903-\$123,502
plus full benefits including CalPERS Pension

Application Deadline: May 31, 2026

The Midpeninsula Regional Open Space District (Midpen) is seeking a self-motivated and highly experienced accounting professional to join our team as our next Senior Accounting Technician! The incumbent will perform the most difficult and complex types of duties assigned to this classification, exercising a high level of independent judgment and initiative. Join our cohesive team at our amazing mission-driven agency!

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. View our [Working at Midpen](#) video! If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

About the Position: Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in a mission-driven agency focused on inclusivity, diversity, and equity.

The ideal candidate has a minimum of five years' experience performing the full range of technical work in the areas of general accounting and auditing.

Main Duties

The main duties will include, but are not limited to:

- Accounts payable, including verifying availability of funds and proper classification of expenditures.
- Review monthly credit cards transactions for proper coding, approval, and timely processing; follow up with staff as needed due to high transaction volume and coordinate resolution of coding or approval issues.
- Report generation, including the preparation of the Claims Report for each Board meeting. The Claims Report includes the Accounts Payable and credit cards transactions for a specific period. The Claims Report is a public document and must be reported at every regular Board meeting.
- Perform routine reconciliation of expenditure and revenue accounts, including bank statements.
- Produce journal entries to post to the general ledger.
- Verify, post, and record financial transactions; maintain accounting records, ledgers, registers, journals, and supporting databases in accordance with established accounting policies and procedures.
- Providing technical assistance for year-end audit preparation, including supplying information to the auditors and responding to requests and questions.

Additional Responsibilities

The additional responsibilities may include:

- Accounts receivable duties as needed.
- Reconcile specialized accounts including land acquisition worksheets, capital assets, and long-term debt funds to ensure accuracy of financial records.
- Assist in processing debt service obligations, including preparing payment schedules, processing annual payments, posting interest on bonds and notes, updating liability balances, and preparing related journal entries.

- Review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records. Accurately prepare employee and vendor payments for retirement and other benefits; submit reportable compensation to CalPERS and process payments; prepare Federal and State tax reports.
- Assist in gathering data and preparing monthly financial and statistical reports.

Top candidates will:

- Have experience working with financial systems and have the ability to adapt to new technology and information systems.
- Have excellent written and interpersonal skills.
- Demonstrate high attention to detail while performing duties and ensures that they adhere to District policies
- Organize, prioritize and follow-up on work assignments.
- Interpret and accurately record data.
- Work with frequent interruptions and changes in priorities.
- Have demonstrated experience fostering positive and effective working relationships.

This is an advanced journey-level classification which requires the ability to maintain a high level of accuracy, integrity, and confidentiality.

Experience in public sector finance, with the knowledge of principles of governmental financial recordkeeping and bookkeeping, is highly desired.

For additional information about the position, see the [Job Description](#) on our website.

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen’s mission to protect and restore the natural environment
- You’ll be part of a talented and dynamic team whose work contributes to providing nature’s benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of Administrative Services at Midpen’s office in Los Altos, California. Midpen offers a hybrid office/telecommute work schedule for this position.

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:

- Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in accounting or finance, and
- At least five (5) years in the maintenance of financial and accounting records.
- Experience in public sector finance, with the knowledge of principles of governmental financial recordkeeping and bookkeeping, is highly desired.

Licenses & Certifications Required: Possession of a valid California Driver’s License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on Midpen’s website for details.

How to Apply: apply online at CalOpps.org

(To avoid missing email communication about this recruitment, add mpropenspace@calopps.org to your contacts or list of safe senders.)

Application deadline: May 31, 2026. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Interview Schedule: *(dates subject to change)*

First Interview (virtual): June 11, 2026

Second Interview & written exercise (in person): June 16, 2026

A note to applicants who currently live outside of the San Francisco Bay Area: compensation in California often reflects the region's significantly higher cost of living. Before applying, and if you haven't done so already, we strongly encourage you to assess whether relocation is practical for you. Please research housing costs, relocation expenses, and commute times to Los Altos from outlying areas.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

Midpeninsula Regional Open Space District is an Equal Opportunity Employer
Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at
(650) 691-1200 or via email at hr@openspace.org.