



West Valley
Stormwater Authority

Campbell • Los Gatos • Monte Sereno • Saratoga

ADMINISTRATIVE & FINANCE COORDINATOR

Employment Opportunity



Part-time
20 to 32 hours/week



\$30.00 to \$40.00/hour
Hourly range



Flexible
Schedule



Apply by July 14, 2026
Open until filled



Support day-to-day financial, administrative, and meeting operations for a small public agency protecting local creeks and waterways.



About the Authority

The West Valley Stormwater Authority serves the cities of Campbell, Monte Sereno, Saratoga, and the Town of Los Gatos. Together, these communities represent a primarily residential and suburban area in western Santa Clara County, with active downtown districts, local businesses, neighborhoods, parks, and creeks connected to the larger Santa Clara Valley watershed.

The Authority is a small public agency that supports stormwater pollution prevention and regulatory compliance for its member agencies. The Authority works closely with local elected officials, city staff, consultants, and community partners to protect local creeks, waterways, and the San Francisco Bay.

Stormwater runoff is regulated under federal and state clean water laws to help prevent pollutants from entering local waterways. The Authority assists its member agencies with meeting stormwater permit requirements through public education, program coordination, inspections, reporting, and other pollution prevention activities.



The Position

The Authority is seeking a detail-oriented Administrative & Finance Coordinator to support day-to-day financial, administrative, and meeting operations. This position works closely with the Executive Director and is responsible for accounts payable and receivable, payroll support, budget tracking, vendor administration, records management, Board and committee meeting coordination, and general office support.

This is a great opportunity for someone who enjoys working in a small public agency environment, takes ownership of their work, and is comfortable balancing routine administrative duties with time-sensitive financial and meeting deadlines.



Why this role matters

This position helps keep the Authority's financial, administrative, and public meeting functions organized, accurate, and on schedule. The Coordinator helps ensure invoices are processed, payroll and records are maintained, Board materials are prepared, and daily operations run smoothly.



Essential Job Functions

- Process accounts payable and accounts receivable.
- Prepare and process invoices, purchase orders, and vendor payments.
- Administer biweekly payroll and maintain payroll records.
- Assist with budget preparation, budget tracking, and financial reporting.
- Maintain vendor files, insurance certificates, contracts, correspondence, and document retention records.
- Coordinate Board and committee meetings, agendas, minutes, and records.
- Maintain electronic and paper filing systems.
- Provide general administrative support to the office.
- Assist with special projects and other duties as assigned.





The Ideal Candidate

The ideal candidate is organized, detail-oriented, customer-service focused, and comfortable managing multiple administrative and financial tasks. The successful candidate can work independently, prioritize competing assignments, use sound judgment, protect confidential information, and maintain a high level of accuracy and professionalism.

Experience with public agencies, bookkeeping, payroll administration, invoicing, budget tracking, meeting support, and office administration is highly desirable.

Qualifications

- Two or more years of administrative, bookkeeping, payroll, or financial support experience.
- Experience with accounts payable, accounts receivable, payroll processing, and financial recordkeeping.
- Proficiency with Microsoft Office, especially Excel, Word, and Outlook.
- Experience with QuickBooks, ADP, or similar accounting and payroll software is desirable.
- Strong organizational, communication, and customer service skills.
- Ability to manage confidential information with discretion.
- Associate degree or equivalent education and experience is desirable.



Salary and Benefits

Schedule and Pay

Part-time, 20 to 32 hours per week.
Flexible and hybrid work schedules.
Hourly range: \$30.00 to \$40.00.

Health Benefit

Monthly health benefit of up to \$800 toward health insurance premiums. Employees who waive coverage may be eligible for a taxable health-in-lieu benefit, subject to Authority policy.

Retirement and Disability

The employer portion of Social Security and Medicare is contributed on behalf of the employee. State Disability Coverage is offered.

Paid Time Off (PTO) and Holidays

Accrues up to 77 hours annually, 40 hours sick leave, and 12 paid federal holidays per year (based on a 32-hour workweek).

To Apply

Please apply by email with a cover letter and resume to stucker@cleancreeks.org. Filing deadline: **July 14, 2026**, and open until filled.

After the cut-off date, resumes will be screened according to the qualifications above. The most qualified candidates will be invited to one or more interviews. Questions may be directed to Sheila Tucker at (408) 354-4734.