



The Portola Valley Town Center, completed in 2008, received a LEED Platinum rating, the highest recognition for achievement by the U.S. Green Building Council. The Town Center is one of only a handful of municipal projects in the nation to achieve such a rating. The campus has also received many other awards, including the prestigious AIA award in 2008 for one of the Top Ten Green Projects in the world.



The Town of Portola Valley
Invites Applications for:

Finance Technician

Initial Filling Date: Monday, September 19, 2022

Applications due: Open until filled

Apply by sending letter of interest and resume
to pvhr@portolavalley.net

ABOUT THE TOWN ~

The Town of Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Palo Alto. Covering ten square miles and with a population of approximately 4,500, the Town prides itself on its small town rural character. An elected five-member Town Council sets policy for the Town, with valuable assistance from the Town's fifteen active volunteer committees and committees.



Since incorporation in 1964, development in Portola Valley has been measured and the Town has retained a rural ambiance, offering a good balance between modern life and pastoral quiet. Residents treasure the Town's nineteen hundred acres of permanent open space, environmental heritage and sustainability ethic, and fine public schools. An extensive trail system, scenic roads, and natural views of the western hills contribute to one's feeling of being in the country, as do architectural guidelines that call for buildings to be subservient to the land. Commercial activity is encouraged to the extent that it meets the needs of community residents. The Town has a budget of approximately \$7 million with a total of sixteen full-time employees. Given its size, staff is team and customer-oriented, resulting in a friendly and professionally casual work atmosphere.

POSITION DESCRIPTION ~

The Town of Portola Valley is seeking a motivated professional to join the team. The Finance Technician is an accounting classification that supports the Finance Director and Finance Analyst in general accounting, data entry, and fiscal management. Under direction, performs tasks related to account payable/receivable and other fiscal maintenance operations such as accounting, payroll, general ledger, fixed assets, financial reporting, purchasing, business registrations, , and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

The Accounting Technician receives direction and supervision from the Finance Director.

Term: The position is temporary with the possibility of permanent status. The duration of this position would be ideally begin early November and continue through the end of the fiscal year, June 30, 2023.

REPRESENTATIVE DUTIES ~

Please review the complete job description for [Finance Technician](#). Representative duties include, but are not limited to:

- Posts, computes, compares and files a variety of routine accounting, payroll and statistical information utilizing manual and automated financial records and processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Researches, records and provides fiscal data from information on file

- Respond to questions and concerns from operating departments and the public regarding area of assignment; correct errors in documents as necessary; explain applicable departmental procedures, policies, and systems to Town employees, the public, and vendors
- Processes accounts payable/accounts receivable and revenue
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances
- Monitor progress payments on contracts, accounts receivable, or related area of assignment, and assure all payments are consistent with terms of contract or agreement; assure contracts are prepared according to Town policy
- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Administrative tasks such as filing, scanning, recording and data entry
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES ~

- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment, department, other functions of the city and other governmental agencies in a timely manner
- Perform duties on a regular and consistent basis; meet critical deadlines
- Utilize word processing, spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Maintain accurate office files
- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone

QUALIFICATIONS ~

Knowledge of:

- Principles and practices of customer service
- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices

Education/Training and Experience: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an associate degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience.

License or Certificate: Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certifications (can be acquired online before job begins).

COMPENSATION AND BENEFITS ~

Salary- Determined based on experience.

The Town's employee benefits for this position currently include the following:

- Participation in the State of California Public Employees Retirement System (CalPERS) in the 2% @ 62 retirement plan (some individuals may be eligible to participate in a different CalPERS retirement benefit dependent upon prior CalPERS service).
- Generous contribution to Cafeteria Plan (Section 125) for employee to select from CalPERS medical plans, opt-out, or deferred compensation plan. The Cafeteria Plan allowance is adjusted annually on January 1.
- Nine paid holidays per year plus business days between Christmas and New Year's Day.
- Up to 20 days of vacation per year (depending on years of service).
- Twelve days of sick leave accrued per year.
- Based on our experience working remotely during the pandemic, the Town is currently considering more flexible work schedules and some remote work.



Please note that the Town also participates in Social Security.

OUR IDEAL CANDIDATE ~

We are looking for a person with the following characteristics:

- Ethically oriented
- Team based approach– invested in good work and positive outcomes for all team members
- Strong communication skills – the ability to communicate in a confident, effective, and courteous manner
- Resident focused – enjoys serving the public and providing great customer service
- Sense of humor, friendly and approachable
- Detail oriented but also able to see the big picture
- Organized but adaptable – able to change focus and address competing priorities

PHYSICAL DEMANDS AND WORKING ENVIRONMENT ~

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public; OCCASIONAL work outdoors and in varying temperatures. Work schedule is a standard 40-hour work week during core business hours (8:00 am to 5:00 pm). Work schedule may include after-hours meetings and occasional weekend meetings/events. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. OCCASIONAL moving, setting up and putting away of tables, chairs, audio/visual equipment, signs, cones and barricades across campus and in buildings for various meetings and event needs; lifting objects weighing up to 10 lbs.

EMERGENCY DISASTER SERVICE ~

All Town employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the Town requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EVALUATION AND SELECTION PROCESS ~

Join this collaborative environment, with an exceptional team, who really care about the Town and its residents. To apply, please submit a letter of interest, and resume to pvhr@portolavalley.net

Applications will be accepted until Friday, October 7, 2022

Letters of interest, and resumes will be reviewed and the most qualified candidates will be invited to participate in an interview process. The interview process may include an evaluation of writing skills and/or a practical exercise. The first round of interviews is tentatively scheduled for the week of October 17th.

The selected candidates will be required to complete an employment application and a thorough background investigation including reference check. The selected candidate will also be required to provide proof of degrees, certifications, licenses, required training, and any additional information needed to verify qualifications and eligibility to work in the United States.



The Town of Portola Valley is an equal opportunity employer. Candidates will be given consideration without regard to race, gender, age, disability, sexual orientation, military service, national origin, or other protected status. The provisions of this job announcement do not constitute an implied contract. Any provisions may be modified or revoked without notice.