



# County of Santa Cruz



Invites you to apply for:

## Accountant II

*Open and Promotional*

**SALARY: \$6,878– 8,696/ MONTH**



Closing Date:

Friday, December 19, 2025



Supplemental Questionnaire  
Required

**APPLY NOW** →



To apply, go directly to:  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)  
or Scan the QR code

Women, people of color, and people with disabilities are encouraged to apply.



## THE JOB:

**THE JOB:** Under direction, to perform professional accounting and fiscal work including establishing and maintaining fiscal records and preparing accounting, statistical and narrative reports; to analyze the need and requirements for and to develop new accounting systems, and to improve existing accounting systems; and to do other work as required. **The current vacancy is in the Human Services Department Fiscal Unit.**

**The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

## THE REQUIREMENTS:

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

Possession of a baccalaureate degree from an accredited college or university in business administration, finance, accounting or a closely related field, which must have included at least 12 semester or 18 quarter units from among the following accounting courses:

Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting or Managerial Accounting **AND** at least two years of experience performing duties comparable to an Accountant I in Santa Cruz County.

**OR**

Possession of a Certified Public Accountant Certificate **AND** at least two years of experience performing duties comparable to an Accountant I in Santa Cruz County.

**OR**

At least 12 semester or 18 quarter units from the above listed accounting courses **AND** at least two years of experience as an Accountant I for Santa Cruz County. Please provide transcripts if units are to be used to determine eligibility.

**Special Requirements/Conditions:** Background Investigation: Fingerprinting is required. Some positions may require background investigation

**REQUIRED KNOWLEDGE AND ABILITIES CAN BE FOUND AT:**

<https://www2.santacruzcountyca.gov/personnel/Specs/UB4spec.html>

# ACCOUNTANT II – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience in cost accounting and revenue or expenditure analysis. Please provide specific examples.
2. Describe your experience assisting in budget preparation and year-end close.
3. Describe your experience performing reconciliations between subsidiary records and the general ledger.
4. Please list semester or quarter units you have completed in Accounting. Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting or Managerial Accounting.

**Please provide transcripts if units are to be used to determine eligibility fax or email to (831) 454- 2241 or [HumanResources@santacruzcountyca.gov](mailto:HumanResources@santacruzcountyca.gov)**

## EMPLOYEE BENEFITS

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

AM/mg 12/25

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