

**California State Senate
Job Announcement
Account Clerk I
Senate Reprographics**

BASIC FUNCTIONS:

This full-time position is for experienced personnel in Accounting, under the supervision of the Manager and the Production Supervisor. Employee establishes and/or maintains bookkeeping and inventory records for all work requests, equipment and consumables necessary for Reprographics and other supported offices.

DUTIES:

Duties include mathematically verifying details and regularly posting data from all work request forms to job tracking/accounting databases. The Account Clerk I, will also respond to inquiries related to Reprographics' billing, write detailed specifications to outside vendors to obtain cost quotes, process Union printing and outside ordering requests, prepare all expenditures (Claims) within Reprographics, and provide phone coverage as needed.

KNOWLEDGE OF:

The ideal candidate should be knowledgeable of inventory tracking and purchasing; filing and recordkeeping; accounting principles, accounts payable and accounts receivable. Candidate must be proficient in Microsoft Word, Excel, and Outlook along with 10-key.

POSITION QUALIFICATIONS:

Candidates must have 2 years of experience performing the duties of an Account Clerk, and the ideal candidate will have knowledge of inventory tracking, purchasing, and of general accounting principles. The ability to communicate clearly and concisely, as well as establish and maintain, effective and cooperative, working relationships are essential. The ideal candidate should maintain outstanding attendance, integrity, organizational and planning skills; self-starter and close attention to details.

EDUCATION:

Associate Degree in Accounting preferred. High School Diploma or equivalent is required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,924 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME & SENATE APPLICATION TO:

Manager/Senate Reprographics,
1020 N Street,
Sacramento, CA. 95814
e-mail: inga.sadek@sen.ca.gov