

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ACCOUNTING CLERK POSITION
OFFICE OF SENATE ACCOUNTING**

BASIC FUNCTIONS:

Under the direct supervision of the Deputy Secretary for Fiscal Affairs and the Deputy Director of Accounting, the Accounting Clerk must be able to work closely with other staff. The person is expected to function effectively within a team and have an understanding of the State of California legislative process in this full-time position.

DUTIES AND ATTRIBUTES:

Duties will include answering a multi-line telephone and directing callers to appropriate individuals, data entry, reviewing and processing Staff and Member Travel Requests and Claims for reimbursement, and accurately preparing warrants for mailing or in-house delivery. The Account Clerk must also perform monthly and annual filing of records, calculate and post arithmetical computations, and organize claims for submission to the State Controller's Office according to Senate Policies and Procedures. Process stamp and distribute all incoming mail and other duties as assigned.

DESIRABLE POSITION QUALIFICATIONS:

Candidates must have 1-3 years' experience processing accounts payable and/or accounts receivable processes. The ideal candidate will possess strong verbal and written organization and communications skills, as well as an ability to facilitate and foster a cohesive teamwork environment that functions effectively. The ability to establish and maintain cooperative relationships with legislative staff and the general public is essential. The candidate must be a self-starter with attention to detail and the ability to prioritize and also be able to simultaneously manage multiple tasks. Intermediate Microsoft Office Excel, Word, Outlook and 10-key is required. The candidate must be able to develop and use spreadsheets and to maintain confidentiality.

EDUCATION:

High School Diploma or equivalent required with one or a combination of the following: 1) One year of paid, full-time experience performing Accounts Receivable, Accounts Payable functions and Customer Service functions; 2) Completion of at least two courses in mathematics, bookkeeping, or accounting courses from an accredited college or business school.

PAY RANGE & FILING DATE:

Starting salary is \$2,764 per month. Applications will be accepted until the position is filled. No phone calls or walk-ins please.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Deputy Secretary for Fiscal Affairs - Senate Rules Committee
State Capitol, Room 416, Sacramento, CA 95814
Gail.Lang@sen.ca.gov