

**California State Senate  
Job Announcement  
Accounting Clerk I Position  
Senate Rules Committee – Accounting Office**

**BASIC FUNCTIONS:** Under the direct supervision of the Deputy Secretary for Fiscal Affairs and Deputy Director of Accounting, the Accounting Clerk I must be able to work closely with other staff. This 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:**

- Prepare, reconcile, audit monthly reports and assist with month end close
- Maintain and update master vendor file - obtain W-9's and prepare 1099's
- Assist with payroll process and reconciliation of payroll taxes
- Process and prepare deposits
- Create and audit open Purchase Orders
- Prepare Member Tax Letters and process bar dues annually
- Process various Legislative claims monthly
- Receive, review and process Member and Staff travel requests, travel claims and mileage logs
- Respond to inquiries regarding claim and payment status
- Prepare and process annual sales tax return
- Maintain and update the Accounting Administrative Manual
- Perform other duties as assigned

**POSITION QUALIFICATIONS:**

- Minimum 2-5 years of accounting experience
- Ability to facilitate and foster a cohesive team work environment that functions effectively
- Knowledge of state and local sales tax laws, W-9/1099 regulations, payroll tax laws, and GASB.
- Proficient in GAAP accounting principles, general ledger, sub-ledger, accounts payable/receivable, purchase orders, payroll processes, financial statements, external audit requirements and procedures
- Ability to complete tasks on time and in accordance with policies and procedures
- Knowledge of accounting principles and accounts payable and accounts receivable processes
- Self-starter with attention to detail, ability to prioritize, and manage multiple tasks in a fast paced environment
- Possess excellent organizational, communication and interpersonal skills
- Ability to facilitate and foster a cohesive team work environment that functions effectively
- Ability to maintain confidentiality
- Ability to establish and maintain cooperative relationships with legislative staff and the general public
- Proficient in Microsoft Office Excel, Word, Outlook and 10-key. Must be able to develop and use Excel spreadsheets
- High level of integrity; demonstrate reliability and flexibility

**EDUCATION:**

- Bachelor of Science Degree in Accounting or related field preferred. High School Diploma or equivalent required.

**PAY RANGE & FILING DATE:** Starting salary range at \$3,924 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](mailto:Gail.Lang@sen.ca.gov)