

**California State Senate  
Senate Rules Committee  
Staff Accountant Position**

Title: Accounting Clerk I – Staff Accountant

Department: Accounting

Location: California State Capitol

Hours: Monday - Friday 9am-5pm

Salary Range: Minimum Salary Accounting Clerk I, Starting at \$3,774 per month, but will consider prior compensation

Benefits Package: Competitive

Position Type: Full-time position. Assist the Deputy Secretary for Fiscal Affairs and the Deputy Director of Accounting in managing all operations and functions of the Senate Rules Accounting Office. The individual must be able to manage and 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.

Education: High School Diploma or equivalent required. Bachelor's Degree in Accounting preferred. Active Certified Public Accountant (CPA) license preferred.

Skills and Experience:

Minimum 3-5 years accounting experience

Strong organization and communications skills, both verbal and written

Strong interpersonal skills

Ability to facilitate and foster a cohesive team work environment that functions effectively

Advanced Microsoft Office Excel, Word, Outlook and 10-key – must be able to develop and use spreadsheets

Self-starter with attention to detail ability to prioritize, and manage multiple tasks

Knowledge of state and local sales tax laws, W-9/1099 regulations, payroll tax laws, GAAP, GASB, accounting principles, general ledger, sub-ledger, accounts payable/receivable, purchase orders, payroll processes, financial statements, external audit requirements and procedures

Experience with external auditors or experience as an auditor

Experience with payroll taxes, tax deposits and calculations and quarterly reports

**Submit Cover Letter, Resume and Senate Application to:**

Staff Accountant Opening

Senate Rules Committee Accounting Office

State Capitol, Room 416

Sacramento, CA 95814

Applications will be accepted through May 31, 2015 or until filled.

No phone calls please.