



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee

Classification: Account Clerk I (\$3,100-\$4,745/mo.)

Posted: December 3, 2018

Final Filing: Friday, December 14, 2018

Position Location: 1020 N Street, Room 300 Sacramento, CA 95814

Position Description:

The Account Clerk I position is a full-time, professional-level position, reporting to the Fiscal Officer or Assistant Fiscal Officer. Under direct supervision the Account Clerk I will process reimbursement requests and invoices from Assembly staff and vendors as well as input correspondence, review supporting documentation, analyze, track, and monitor invoices and contracts.

Duties and Responsibilities:

- Prepares and processes a variety of bills and invoices as well as collect payments.
- Reviews and checks records, forms, and other documents for accuracy, completeness and conformance to rules and regulations.
- Posts a wide assortment of information to records.
- Maintains files of correspondence, records, and other documents.
- Prepares financial and statistical reports.
- Serves as a back-up receptionist as assigned.
- Receives, sorts, and distributes incoming and outgoing mail.
- Operates adding machine and other office equipment.
- Performs a variety of clerical and typing work.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Basic methods, terminology, and practices of financial record keeping.
- Data processing operations related to the maintenance of fiscal records.
- Post financial data and make accurate and arithmetical calculations.
- Access, input and retrieve information from a computer.
- Knowledge of Microsoft Office Tools (i.e. Word, Excel, and Outlook).
- Follow oral and written directions.
- Work independently and as part of a team.
- Verify and code invoices, and reports.
- Operate bookkeeping, calculating, and data processing equipment.
- Work efficiently and effectively under pressure.
- Work extended hours as necessary when legislative functions dictate.

Contact: Submit cover letter/resume to Human.Resources@asm.ca.gov.