



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee

Classification: Accounting Clerk

Posted: July 6, 2021

Position Description: The Account Clerk position is a full-time, professional-level position, reporting to the Fiscal Officer or Assistant Fiscal Officer. Under direct supervision the Account Clerk 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. Starting at \$3,450 p/mo., salary commensurate with experience.

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 and resume to:
Human.Resources@asm.ca.gov.