



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Committee on Rules, Fiscal Office

Classification: Accounting Clerk

Posted: January 17, 2024

Hours: Full time (35/hours/week) + Extended hours when business needs require

Position Location: Sacramento

Description: The California State Assembly, Fiscal office seeks an Accounting Clerk. The 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.

Essential Duties:

- 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.

Salary Range: The Assembly salary range for the classification of Accounting Clerk is \$4,583 - \$5,500 monthly. Final salary will be commensurate with overall experience.

Contact: Submit cover letter and resume with subject line "Accounting Clerk" to Human.Resources@asm.ca.gov.