



CLASSIFIED EMPLOYMENT OPPORTUNITY

GF 13/14 #25

POSITION **Account Clerk Technician**
(Open & Promotional)

LOCATION **Accounting Department**

FINAL FILING DATE **Monday, July 15, 2013**

SALARY **\$2,987 - \$3,640 per month**

SCHEDULE **8 hours per day / 12 months**

DEFINITION

Under direction, to be responsible for the District's Accounting System; to plan, organize, may supervise a small number of personnel in the performance of difficult or varied account clerical work; and to do related work as required.

MINIMUM QUALIFICATIONS
Knowledge of

- Basic accounting and auditing principles, and terminology, double entry bookkeeping and trial balances.
- Applicable government code provisions and Los Angeles County accounting procedures related to the clerical processing, recording and reporting of financial transactions.
- Modern office methods and procedures.
- Basic techniques of supervision.

Ability to

- Perform a wide range of complex account clerical record maintenance, financial analysis, and reporting work.
- Make decisions in accordance with established laws, policies, regulations, and procedures to a wide variety of situations.
- Plan, direct, and coordinate the work of accounting clerks.
- Express ideas and information clearly and effectively in writing and orally.
- Make arithmetical calculations with speed and accuracy.
- Operate business equipment such as copier, computer, adding machine, calculator, and other data entry machines quickly and efficiently.
- Type alpha and numeric data accurately and efficiently.
- Understand and carry out oral and written directions.
- Develop and maintain cooperative relationships with those contacted during the course of work.

Experience

Three years of progressively responsible account clerical experience including at least one year of experience in a school setting or experience performing work in the appropriate specialized area such as accounts payable or full-charge bookkeeping.

Education

Equivalent to the completion of twelfth grade.

Turn Over for More Listings

**Desirable
Qualification**

Knowledge of Excel, Microsoft Office (Word & Excel), and prior knowledge of district business procedures are highly desirable.

**PHYSICAL
DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee is regularly required to use hands to write and input material and to finger, handle, or feel objects, equipment or controls and to hear and speak. The employee occasionally required to push/pull or lift/carry up to 35 pounds maximum; bend, climb, crouch, balance, reach overhead and work in cramped or awkward positions. The employee frequently is required to use repetitive movement of hands and to sit or stand for long periods of time.

**WORKING
ENVIRONMENT**

Indoor environment subject to bending, climbing, crouching, balancing, pushing/pulling, and reaching overhead. Environmental factors such as solvents, detergents, and machinery with moving parts, and noise from equipment are part of working conditions of this position. Employee will be required to drive as part of the job.

Accommodations

Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.

**SELECTION
PROCEDURES**

Open/Promotional

Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process.

Examinations

The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and an interview to evaluate abilities, experience and personal qualifications.

**APPLICATION
PROCEDURES**

Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications of the position.

All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.

Submit paper application to:

Alhambra Unified School District
Marengo Building
Human Resources Division
1515 W. Mission Road
Alhambra, CA 91803

Or apply on www.edjoin.org