

# Account Clerk II

**Application Deadline: November 26, 2020 at 4:30 pm**

Colusa County Office of Education is recruiting for an Account Clerk II to perform a variety of technical accounting duties related to the preparation, maintenance, monitoring and review of financial records, accounts and reports related to program fiscal activities of the department; assure compliance with established County Office, State and Federal policies, procedures and regulations.

## CURRENT ASSIGNMENT LOCATION:

Children's Services Main Office

## SALARY:

\$15.58 - \$18.02 per hour

## HOURS/DAYS:

7.5 hours per day, 261 days per year

## BENEFITS:

Partially paid medical, dental and vision benefits; paid sick and vacation leave; CalPERS retirement

## EDUCATION & EXPERIENCE:

- High school diploma and a minimum of two (2) years' experience in accounting or related field; 12 units of college-level accounting coursework, preferred.

## LICENSES & REQUIREMENTS:

The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, a valid California driver's license as described on complete job description following acceptance of job offer.

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*Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.*

***Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.***



## Colusa County Office of Education

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

## APPLICATION PROCEDURE

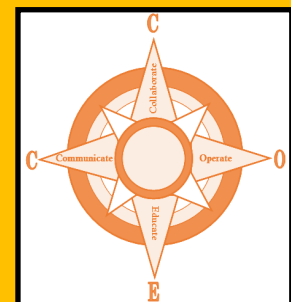
Interested candidates must apply online at [www.edjoin.org](http://www.edjoin.org)

## REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest
- Two Professional Letters of Recommendation dated within the last 12 months
- Unofficial Transcripts

***All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets will not be considered.***



# COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

## REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

- Assist with maintaining internal fiscal management system. *E*
- Assist with preparing State and Federal fiscal reports according to established timelines. *E*
- Assist with monitoring program budgets, earnings and expenditures. *E*
- Reconcile County Office data to State and Federal agencies data. *E*
- Perform a variety of routine accounting duties within an assigned area. *E*
- Prepare journal entries to correct coding and posting errors. *E*
- Prepare Child and Adult Care Food Program (CACFP) claims. *E*
- Maintain the department accounts payable and procurement process. *E*
- Maintain the department's physical and equipment inventory according to State & Federal accounting regulations. *E*
- Maintain inventory of office supplies and order additional supplies as needed. *E*
- Oversee and troubleshoot office equipment maintenance as required. *E*
- Maintain department contracts and agreements. *E*
- Code and process purchase orders and accounts payable transactions accurately and in compliance with budget restrictions, governmental regulations, and County Office policies and procedures. *E*
- Purchase products and materials on behalf of agency in a fiscally sound manner. *E*
- Assist in the preparation of deposit documents and funds to be deposited by County Office. *E*
- Assist in preparation and maintenance of a variety of periodic reports and accounts for program management. *E*
- Review, calculate, audit, and code monthly timesheets for processing by County Office. *E*
- Coordinate travel arrangements for staff. *E*
- Assist with budget development and revisions. *E*
- Participate in the department staff meetings; attend various workshops, training sessions and conferences as assigned. *E*
- Operate a variety of office equipment including a computer, ten-key calculator, and various financial software applications. *E*
- Perform filing and clerical duties related to fiscal activities. *E*
- Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Accounting practices, procedures and terminology
- Preparation, review and control of assigned accounts
- Policies, procedures, rules, regulations and laws related to assigned activities
- Methods, terminology and practices of financial record keeping
- Data processing systems and software
- Applicable sections of State Education Code and other applicable laws
- Technical aspects related to assigned accounting duties
- Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- General office procedures

### ABILITY TO:

- Prepare accurate reports for fiscal compliance on State and Federal funds
- Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports
- Assure compliance with applicable policies, procedures and governmental regulations
- Process and record accounting transactions accurately
- Research and reconcile financial data and documents
- Maintain accurate financial and statistical records
- Analyze numbers and detect errors efficiently
- Make arithmetic calculations quickly and accurately
- Interpret, explain, and apply accounting, legal and administrative policies and procedures, relating to program requirements
- Set up and maintain filing systems
- Operate a computer terminal to perform data entry and complex fiscal calculations
- Operate a variety of office equipment to perform assigned duties
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Lift and carry objects weighing up to 40 pounds
- Operate a vehicle to conduct work

## WORKING CONDITIONS:

### ENVIRONMENT:

Office

Constant interruptions

### PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard, ten-key calculator and other standard office equipment
- Hearing and speaking to exchange information on the telephone and in person
- Seeing to read fiscal documents
- Sitting or standing for extended periods of time
- Lift, push, pull and carry objects weighing up to 40 pounds
- Bending at the waist, kneeling, or squatting
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Drive a vehicle to conduct work