

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ACCOUNTING CLERK I
OFFICE OF SENATE ACCOUNTING
(SACRAMENTO, CA)**

Are you looking for an exciting and challenging career working as a part of a team dedicated to providing support services to the California State Senate? We are looking for enthusiastic and motivated individuals to join our Senate Accounting office. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the direct supervision of the Deputy Secretary for Fiscal Affairs and Deputy Director of Accounting, the Accounting Clerk I must be able to work closely with staff and other offices. This person is expected to function effectively within a team and have an understanding of the State of California legislative process in this full-time position.

DUTIES:

Duties will include answering phones, route and/or respond to calls and questions interacting with all Senate offices. Train staff to use the Accounting Travel and Claims related systems. Code and review airfare, lodging, and auto rental. Receive, review and process Member and Staff travel requests, travel claims and mileage logs, responding to inquiries regarding claim and payment status, maintaining and updating the Accounting Administrative Manual and Accounting Intranet page. Prepare and present Travel and Claims training materials for Schedulers, Chiefs of Staff, and all Senate offices. Administrator for the travel and claims systems. Assist in pulling and preparing records in response to Legislative Open Record Act (LORA) requests. Work with Senate Information Technology to develop, test, and implement Accounting travel and claims systems. Prepare, reconcile and review monthly reports, assist with month end close. Prepare Member Tax Letters, process bar dues, reconcile the purchase credit card, and various Legislative claims. Other duties as assigned.

QUALIFICATIONS:

Candidates must have minimum 2-5 years of customer service/administrative and accounting experience and the ability to facilitate and foster a cohesive teamwork environment that functions effectively. Demonstrated experience required in developing and maintaining customer relations. Prefer experience with general office and accounting responsibilities such as accounts payable and receivable. Ability to complete tasks on time and in accordance with policies and procedures, self-starter with attention to detail, ability to prioritize, and manage multiple tasks in a fast paced environment. Possess excellent

organizational, communication and interpersonal skills, ability to maintain confidentiality and to establish and maintain cooperative relationships with legislative staff and the public. Proficient in Microsoft Office Excel, Word, Outlook and 10-key (must be able to develop and use Excel spreadsheets). Candidate must possess high level of integrity; demonstrate reliability and flexibility.

If you are offered this position are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

EDUCATION:

High School Diploma or equivalent required.
An Associates or Bachelor's Degree in Business preferred.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.
Salary range starts at \$4,326 per month plus benefits.
Final salary is commensurate with experience and education.
Applications will be accepted until position is filled.

BENEFITS

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:

Gail Lang, Deputy Secretary for Fiscal Affairs
Office of Senate Accounting
Gail.Lang@sen.ca.gov

The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 05/20/2022