

**California State Senate
Job Announcement
Accounting Clerk I Position
Senate Rules Committee – Accounting Office**

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 other staff. 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 preparing, reconciling and auditing of monthly reports and assisting with month end close. Accounting Clerk I will also maintain and update master vendor file (obtain W-9's and prepare 1099's), assist with payroll process and reconciliation of payroll taxes, process and prepare deposits, create and audit open Purchase Orders, prepare Member Tax Letters, process bar dues annually, various Legislative claims and Interagency and Contract payments. Duties will also include receiving, reviewing and processing Member and Staff travel requests, travel claims and mileage logs, responding to inquiries regarding claim and payment status, preparing and processing annual sales tax return and maintaining and updating the Accounting Administrative Manual. Other duties as assigned.

POSITION QUALIFICATIONS:

Candidates must have minimum 2-5 years of accounting experience and the ability to facilitate and foster a cohesive team work environment that functions effectively. Knowledge of state and local sales tax laws, W-9/1099 regulations, payroll tax laws, GAAP accounting principles and GASB preferred. Experience required with general ledger, sub-ledger, accounts payable/receivable, purchase orders, payroll processes, financial statements, external audit requirements and procedures. 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 general 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.

EDUCATION:

Bachelor of Science Degree in Accounting or related field preferred. High School Diploma or equivalent required.

PAY RANGE & FILING DATE:

Salary range starts at \$4,120 per month. Applications will be accepted until the position is filled. No phone calls or walk ins please.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Deputy Secretary for Fiscal Affairs - Senate Rules Committee
1020 N Street, Room 285,
Sacramento, CA 95814

Gail.Lang@sen.ca.gov

<http://senate.ca.gov/senatejobs> (See website for application instructions)