

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ACCOUNTING CLERK I
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 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.

POSITION 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.

EDUCATION:

An Associates or Bachelor's Degree in Business is 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)