

Accounting Clerk I
State Center Community College District

Direct Link: <http://www.AcademicKeys.com/r?job=103460>

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Job Title	Accounting Clerk I
Department	N/A
Institution	State Center Community College District Fresno, California
Date Posted	Feb. 9, 2018
Application Deadline	3/5/2018
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
Apply Online Here	http://apptrkr.com/1166937
Apply By Email	
Job Description	

Accounting Clerk I

Salary

\$31,409.00 Annually

Location

Districtwide, CA

Job Type

Permanent

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Division

DO Personnel Commission

Job Number

2018008

Closing

3/5/2018 11:59 PM Pacific

Definition

Under direction performs general accounting and/or business office work.

Examples of Duties/ Essential Job Functions

Performs a variety of entry-level accounting work including but not limited to: accounts payable; accounts receivable; cashiering; verifying and recording information from general business documents; verifying and preparing invoices, checks, and correspondence from standard form letters, and statistical information; proof-reading; filing; preparing mailings; duplicating materials; and entering and retrieving data from computer system in appropriate format. May perform other related duties as needed.

Employment Standards/ Minimum Qualifications

Education: Formal or informal education equivalent to completion of the twelfth grade.

Experience: None required.

Knowledge, Skills, and Abilities: Knowledge of modern office practices. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to operate calculator and keyboard; maintain financial records; make deposits, process checks, and reconcile accounts; create and utilize word processing documents, spreadsheets, email, online calendaring and data entry/retrieval from database programs. Ability to receive and follow instructions; appropriately interact with students, staff, faculty and the public; learn and apply college and district policies and procedures.

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Examination Process

The examination process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge, skills and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted.

The examination process will include a competency exam (55% weight) and an oral interview exam (45% weight). Of those achieving a passing score on competency exam only the 15 highest scoring candidates, plus ties, will be invited to the oral board interview exam. Passing score is 75% out of 100% on each testing section.

INITIAL TESTING TENTATIVELY SCHEDULED FOR MARCH 23, 2018.

To move forward in the selection process, you must complete an online application through this web site. Resumes may be uploaded but cannot be used in place of a completed application.

The district wide eligibility list will be used to fill full-time and part-time positions in this classification for at least one year.

The examination process / examination date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

SUBMISSION OF APPLICATION: ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

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ACCOMMODATIONS: Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or similar factors as defined by law. We are a Title V employer.

To Apply, visit:

[url=http://apptrkr.com/1166937]https://www.schooljobs.com/careers/scccd/jobs/1976549/accounting-clerk-i

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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