## EMPLOYMENT OPPORTUNITY

### ACCOUNT CLERK

**Salary and Benefits**

$13.17 - $15.76 per hour, plus benefits package

**Filing Deadline**

5:00 p.m., July 7, 2017

**Duties and Responsibilities**

*The Account Clerk assists other accounting personnel in performing a wide variety of responsible clerical and technical accounting duties. The major duties of the job include:*

• Assist in performing a variety of technical accounting duties including accounts payable and accounts receivable.

• Maintaining records to support processed transactions related to area of assignment.

• Reconcile records and verify accounting entries to ensure accuracy.

• Process, code, enter and verify numerical or financial data.

• Assist in the preparation of technical reports and documentation; compile and prepare routine reports.

• Complete special projects and studies; collect and compile statistical and financial data for special reports.

• Perform related duties as assigned.

**Minimum Qualifications**

***Education:*** Equivalent to completion of the twelfth grade.

***Experience:*** One year of responsible clerical, accounting clerical, or administrative/business experience.

 Knowledge of Windows based spreadsheet and word processing.

**Selection Process**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

**How to Apply**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. You can obtain a Lassen County application form our website at: <http://lassencounty.org> or by visiting our application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department 🕾(530) 251-8320 🕾

221 South Roop Street

Susanville, California 96130 Opened June 20, 2017

**🖙General Information🖘**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.