



Account Clerk I

Filing Deadline: 4:00 p.m., Friday, August 19, 2022, or until filled

Salary Range: \$16.00 to \$19.00 Hourly

The Position:

Under supervision of the Controller, the Account Clerk performs a variety of clerical accounting and statistical record keeping work involving the maintenance and processing of a variety of records, provides information and assistance regarding inquiries concerning an assigned work area, performs office assistance assignments and does related work as required.

Essential Duties: (Include but are not limited to the following)

Processes purchase orders, progress payments, invoices, payments, and other documents involved in financial record keeping. Receives and records cash payments; prepares daily cash reports and bank deposits. Works closely with vendors via telephone and email. Maintains monthly data reports around facility costs. Research accounting data as needed. Prepares monthly reports for program management. Assists with the preparation of financial and statistical reports for Workforce program. May assist with other processes and duties within the fiscal department. Performs a variety of general office assistance as assigned.

This job description is only a summary of typical functions and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

Qualifications:

Two (2) years of accounts payable and general bookkeeping experience comparable to work with a non-profit organization or cost accounting, and/or Associates Degree in Accounting and one (1) year experience in accounts payable or bookkeeping.

A valid California driver's license is required.

Additional information pertaining to the position and duties may be found in the Account Clerk I Job Description.

Required Application Materials:

To be considered, applicants must submit:

- Application Cover Letter
- Completed Workforce Investment Corporation Application Form
- Current Resume
- A Minimum of Two (2) Professional Reference Letters (dated within 60 days of the date of your application submission)

Application materials are available at the front reception desk of the Workforce Assistance Center.

Jessica Roche, Controller
Madera County Workforce Investment Corporation
2037 W. Cleveland Ave.
Madera, CA 93637
(559)662-4590
jroche@maderaworkforce.org

A CalJOBS application cannot be substituted for the Madera County Workforce Investment Corporation application form. COMPLETED APPLICATION materials may be mailed, hand-delivered, or emailed and must be received prior to 4:00 p.m., Friday, August 19, 2022, to be considered. Completed applications should be submitted to the individual and address above.

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the application package, will be invited to participate in the oral panel interview and testing process (date to be determined). Additional assessment testing may follow, which could take up to 4 hours, but will be scheduled after the initial interview.

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.



JOB TITLE: Account Clerk I

SUMMARY:

Under supervision of the Controller, the Account Clerk performs a variety of clerical accounting and statistical record keeping work involving the maintenance and processing of a variety of records, provides information and assistance regarding inquiries concerning an assigned work area, performs office assistance assignments and does related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Processes purchase orders, progress payments, invoices, payments, and other documents involved in financial record keeping. Receives and records cash payments; prepares daily cash reports and bank deposits. Works closely with vendors via telephone and email. Maintains monthly data reports around facility costs. Researches accounting data as needed. Prepares monthly reports for program management. Assists with the preparation of financial and statistical reports for Workforce program. May assist with other processes and duties within the fiscal department. Performs a variety of general office assistance as assigned.

This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP) and practices of bookkeeping and governmental accounting (fund accounting) requirements.
- Accounts Payable Processing
- Excel documents and advanced formulas.

- Microsoft Office applications.
- Ability to write letters for communication purposes and use of proper spelling and punctuation.

SKILLS TO:

- Operate modern office equipment including typewriter, copiers, printers, 10-key calculators, fax machine, and postage machine.
- Operate computer and applications within.

ABILITY TO:

- Learn the organization, regulations, terminology, procedures and operating details of the department to which assigned.
- Learn and comprehend Fund Accounting.
- Learn and comprehend Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200 Subpart E – Cost Principles
- Make operating decisions independently in accordance with departmental policies and procedures.
- Make mathematical computations quickly and accurately.
- Correlate and use a large volume of written, narrative, statistical and numerical data.
- Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

EXPERIENCE:

Two (2) years of accounts payable and general bookkeeping experience comparable to work with a non-profit organization or cost accounting, and/or Associates Degree in Accounting and one (1) year experience in accounts payable or bookkeeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.