

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**  
670 West Avenue L-8, Lancaster, CA 93534  
(661) 945-3621  
www.avsta.com

**VACANCY ANNOUNCEMENT**

**POSITION:**        **Account Clerk I**

**CLASS DEFINITION:** Under supervision, to perform clerical work in the specialized areas of compiling, accounting, checking and recording financial or statistical records; and to do other related work as may be required.

This class is considered to be the general working level in the Account Clerk series. Incumbents perform work without close supervision in areas that require the performance of generally routine duties. Supervision is typically received from either a senior level clerical position or from the Accounting Technician.

**EXAMPLES OF DUTIES:** Gathers, assembles, tabulates, checks and files financial data; keeps financial records and ledger accounts and processes documents involved in financial transactions; does financial reconciling and posting, makes arithmetical calculations; makes and verifies extensions; checks invoices against purchase orders; prepares warrants; prepares financial and statistical reports, and operates various office machines including computer equipment.

**DESIRABLE QUALIFICATIONS:**

**Experience:**            One year of financial clerical experience including the operation of bookkeeping, calculating machines, and/or computerized accounting equipment and software, and demonstrated ability to perform the duties of the class.

**Education:**            Completion of 12th grade or equivalent, including or supplemented by courses in general bookkeeping and business office machines, to include personal computers and standard office software packages.

**Knowledge of:**        Basic methods and practices of financial record keeping work; modern office methods, procedures and operation of standard business office machines including PC's and standard office software, if applicable. Telephone techniques and etiquette.

**Ability to:**            Perform financial clerical work of average difficulty; make arithmetical calculations with speed and accuracy; detect errors by proofreading and auditing work; operate or learn to operate a computer; understand and carry out oral and written directions; establish and maintain an effective working relationship with those contacted in the course of work.

**Skills:**                Type at a rate of 50 WPM from copy containing a large percentage of alpha and numerical or tabular data. Proficient operation of programmable calculators or computers.

**License:**              If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California Driver's License and qualify for insurability with the Agency's insurance carrier.

**SALARY:**              \$2090.92 to \$2541.53 per month; 12 Month Employee; Bargaining Unit Position

**All applications will be considered in an effort to secure the best qualified person available. Must submit typing certificate obtained within last 6 months. Selected applicants will be called for testing appointment. Applications must be received in the Personnel Office no later than 4:00 P.M., Friday, February 10, 2012.**

**Antelope Valley Schools Transportation Agency is an Equal Opportunity Employer.**