

Antelope Valley Schools Transportation Agency

VACANCY ANNOUNCEMENT

TITLE: Account Clerk I

PRIMARY PURPOSE:

Under the general direction of the Budget and Accounting Manager, provide a variety of clerical accounting and human resources support in the daily operations of the Accounting and Human Resources Departments.

DESIRABLE QUALIFICATIONS:

1. Two years of general clerical experience including one year in a human resources office or role.
2. Practical knowledge of general operations, procedures, rules, and policies of an executive office.
3. Must possess strong organizational and interpersonal skills.
4. Skilled in the use of technology and software related to business operations. (Windows preferred.)
5. Must possess advanced language skills as they relate to English language usage, spelling, grammar, and punctuation.
6. Must be able to interact and communicate with personnel and the public in cordial, articulate, and professional manner.
6. Must be capable of maintaining professional confidentiality.
7. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
8. Must possess and maintain a valid California driver's license.
9. High school diploma or equivalent.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers, and prolonged and irregular hours may be required. Repetitive hand and arm motions. Must be able to lift and move at least 25-pound boxes or parcels.

REPORTS TO: Budget and Accounting Manager
SUPERVISES: None
TERMS OF EMPLOYMENT: 12 months
WAGE/HOUR STATUS: M-10 (\$18.01-\$21.89)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform a variety of administrative support duties related to accounting and human resources, and accounting and human resources functions.
2. Perform a variety of responsible clerical accounting duties; maintain financial and statistical records related to assigned areas of clerical accounting and coordinate these areas with other accounting functions.
3. Retain and/or purge documents in accordance with record retention policies and regulations as they pertain to accounting and human resources records.
4. Provide information and assistance to employees, supervisors, and administrators.

5. Perform regular data entry into human resources and accounting information systems.
6. Perform a variety of general clerical and professional reception responsibilities including typing, receiving visitors, and answering the phone; prepare and maintain end-of-year and periodic records, reports, documents, and files; distribute reports and documents as assigned.
7. Perform other administrative duties as needed.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with the provision of the Board's policy on evaluation of professional personnel.

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"

You will be required to submit a K-4 if you are currently not in the Antelope Valley Schools Transportation Agency's pull notice program.