

Accounting Clerk. This is a full-time, permanent position located in Redding, CA.

The Accounting Clerk's main purpose is to prepare, maintain, and process accounting records and financial transactions to support the agency's operations. The position will report directly to the Chief Fiscal Officer.

The agency's mission is to maximize state, federal, and other revenues for cost-effective transportation investment strategies that connect communities, people, and goods. The vision is to meet the region's evolving mobility needs, while avoiding traffic congestion and other growth-related pitfalls commonly experienced in larger metropolitan regions. These efforts are intertwined with regional prosperity, environmental quality, community health, well-being, and other elements that define a great quality of life.

Compensation, Schedule, and Benefits of the Accounting Clerk:

- \$20.29 – \$34.70 per hour, depending on experience level.
- Monday-Friday, 8:00am – 5:00pm
- CalPERS Medical and Retirement benefits offered.

Qualifications of the Accounting Clerk:

- 1-2 Years of Accounting or Clerical Accounting experience – required.
- Experience and knowledge with Microsoft Word, Excel, and Outlook.
- Experience with basic methods of record keeping.
- Experience with basic mathematical calculations.
- Great oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Ability to enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Responsibilities of the Accounting Clerk:

- Review general ledger accounts for accuracy and potential adjustment; run reports in the accounting system as necessary; and prepare monthly closing journal entries and monthly reporting.
- Gather, tabulate, and proofread statistical and financial data.
- Work with ledger accounts and other records; maintain subsidiary ledgers; accumulate records and statistics related to operations.
- Check forms, record, report, and other material for accuracy, completion and conformance with established procedures and make routine follow-up if necessary to secure additional information.
- Assist with the processing and preparation of payroll including tabulating and data entry of payroll deductions; review and correct payroll entries; review and distribute biweekly payroll reports; and receive and process unemployment claims information.
- Review invoices for complete and accurate coding, taxes, discounts and totals; match invoices to purchase orders; allocate purchases to correct accounts.
- Research and resolve accounts payable discrepancies; respond to vendor questions regarding invoices.
- Maintain records of monies received; post to ledgers, reconciles, balances and audits accounts; assist in preparing financial statements; quarterly tax returns and fiscal year end reports; complete bank deposit documentation.
- Process checks, credit card payments, electronic fund transfers and file transfers to financial institutions.
- Provide clerical support to department staff; make copies of documents as needed; handle correspondence by typing memoranda, letters and reports as required; distribute correspondence, and process incoming and outgoing mail.
- Other duties as assigned