

EMPLOYMENT OPPORTUNITY



San Joaquin Valley Air Pollution Control District

ACCOUNTING ASSISTANT I (Long-term Temporary) \$13.04/hour

The Valley Air District has a work force of approximately 300 employees and provides a variety of public services related to the improvement of air quality in the San Joaquin Valley. The current vacancy for the Accounting Assistant I position is located in Fresno, California. The incumbent will work approximately 30-40 hours per week.

THE POSITION:

The Accounting Assistant serves as an entry-level class of the accounting support series. Incumbents will perform a variety of accounting and financial record keeping support duties in the areas of inventory control, accounts receivable, and accounts payable. Typical duties may include: matching and processing invoices; reconciling statements and preparing payment requests; providing information to vendors or contractors regarding invoices, and purchase orders; processing fines, fees, charges, and other monies due to the District; maintaining inventory control of the District's fixed assets; maintaining financial and statistical records; assisting with the processing of payroll data; posting information to ledgers, journals, and reports; verifying and proofing data and making corrections as needed; entering and retrieving data from an online or personal computer system; preparing periodic and special reports; operating standard office equipment; and performing a variety of general office support duties such as typing, keyboarding, proofreading, filing, and answering the telephone.

QUALIFICATIONS:

Candidates must possess a H.S. diploma or equivalent **AND** at least one year of bookkeeping, accounting or financial clerical experience. One year of college education may be substituted for experience.

OTHER REQUIREMENTS:

Must possess a valid California Driver License and meet the automobile insurability requirements of the District. Prior to consideration for hire, recommended candidates must submit a California Department of Motor Vehicles driver printout, sign a waiver to release all information regarding current and past employment history and complete a conflict of interest form.

SELECTION PROCESS:

Interested individuals must submit a completed official **SJVAPCD application form and supplemental application by 5:30 p.m. on Monday, September 12, 2011** to the District Personnel office located at 1990 E. Gettysburg Ave., Fresno, CA 93726. For an application packet or for more information, contact the District at www.valleyair.org or call the District at (559) 230-6010. Resumes are not accepted in lieu of an official application. Postmarks and Faxes not accepted. **EOE**

San Joaquin Valley Air Pollution District participates in the E-Verify Program. For more information visit <http://www.valleyair.org/jobs/E-Verify/E-Verify.pdf>