



Special District of *Rossmoor* California

Invites Applications for the Position of: **ACCOUNT CLERK (PART-TIME)**

Closing Date: Open Until Filled

Salary: \$18.00 - \$22.00 hourly

THE POSITION

The Account Clerk (part-time) reports to the General Manager and/or Administrative Assistant and works in conjunction with the contract accounting firm; performs a variety of clerical, recordkeeping, and customer service tasks to assist with the smooth operation of the District.

Part-time, maximum of 19 hours per week. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720.

ESSENTIAL JOB FUNCTIONS

Performs filing tasks for accounts payable, purchase orders, and departmental files; assists in obtaining approval on vendor invoices; processes Accounts Receivable accounts for Rentals and Tennis Court bookings; inputs charges to RecDesk, collect payments from customers and reconciles daily cash receipts to RecDesk. May make bank deposits. Greets and directs constituents and visitors; answers phone calls and emails. Receives, records, and distributes packages and mail. Compiles and maintains financial records as requested. Copies, collates, and prepares agenda packets. Serves as back up to the General Clerk and performs other related administrative support duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to organize and prioritize work; greet visitors, constituents, and colleagues in a friendly and courteous manner; ability to proofread. Proficient in Microsoft Office Suite or similar software; understanding of office equipment. Understanding of general accounting and clerical procedures, and systems such as recordkeeping and filing. Ability to work independently to identify and solve problems.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school, plus one year general office or accounting experience, or any combination of training and experience which may provide the required knowledge, ability, and skill. Two years of college coursework preferred.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 50 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only. <https://www.abcadultschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

Applications available at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; or online at <https://www.rossmoor-csd.org:8443/Departments/Human-Resources> Completed application, typing certificate, and resume should be submitted to the District Office. For questions, please call District Manager Joe Mendoza at (562) 430-3707, extension 3.

(Posted: 04/15/2022)