

CFSA Job Posting

Date posted: <u>08/05/2021</u>	Date notification period closed: <u>Open until filled</u>
Position: <u>Account Clerk</u>	Dept: <u>Finance</u>
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Reports to: <u>Accounting Administrator</u>
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part-time Temporary	Date needed: <u>ASAP</u>
Salary Grade/Range: <u>SG 3 \$16.89/hour to \$20.59/hour</u>	
Brief description of duties and responsibilities: Under general supervision will prepare, process and maintain a variety of statistical, financial, billing and other records by computer; will compile and verify numerical or financial information such as payroll, time distribution, records, invoices, expense claims, accounts payable and receivable; perform related work as assigned. Examples of duties include: gathers, posts, verifies, balances and adjusts accounts, including all details on financial records; audits, corrects and verifies accounts payable and accounts receivable; records invoices for payment; reconciles bank accounts; keeps a variety of accounting and financial records; performs a variety of clerical duties; operates a computer and related office equipment.	
Special knowledge, skills and experience requirements: Basic bookkeeping and financial recordkeeping terminology and practices. Microsoft Office and Excel.	
Education or license required:	
Other information: This position currently is available for teleworking outside of the CFSA office as long as adequate cyber security is available. CFSA is a public entity and offers a competitive benefit package. A COVID-19 vaccination is not currently required but proof of vaccination is required if the employee has been vaccinated.	
If interested, please send a resume to kwright@cfsa.org .	