

**FINAL**

Job Title **ACCOUNTING CLERK I-III**  
 Closing Date/Time Friday, May 26, 2023 4:30 PM  
 Salary \$1,435.20–\$2,271.28 Bi-Weekly  
 Job Type Classified - Full-Time, Permanent  
 Location Long Beach, California  
 Department Multiple Departments - (CL)

**Applications are available online beginning Friday, May 12, 2023 through 4:30 pm, Friday, May 26, 2023.**

**SALARY INFORMATION:**

Grade I - \$1,435.20-\$1,940.80 Bi-weekly  
 Grade II - \$1,545.12-\$2,111.44 Bi-weekly  
 Grade III - \$1,662.88-\$2,271.28 Bi-weekly

**EXAMPLES OF DUTIES:**

Under direct supervision, performs various clerical accounting duties in the preparation, processing, and maintenance of accounting records; prepares, assembles, tabulates, verifies, files, and scans bills, vouchers, invoices, requisitions, and purchase orders; collects and/or accounts for money; prepares and/or assists in the preparation of financial spreadsheets and/or statistical reports; posts balances and adjusts accounts; prepares or assists with analyses, schedules, reconciliations, and other cost data issues; monitors, reconciles, and/or reimburses petty cash/check funds; may enter, access, or modify on-line accounting and financial data; codes Accounts Payable and Accounts Receivable transactions to ensure expenses and revenue are applied accurately; may assist with Fixed Asset inventory and reconciles credit card revenues ledger; may interface with vendors in person, by telephone, or by email; may assign and review the work of others; may provide support to other accounting staff; and performs other related duties as required.

**REQUIREMENTS TO FILE:**

Applicants must meet one of the following requirements A, B, **or** C:

- A. One year of paid, full-time equivalent clerical accounting experience involving the maintenance of financial records pertinent to accounts receivable, accounts payable, payroll, or similar functions.

**OR**

- B. One year of education (24 semester units/36 quarter units) from an accredited college or university, which includes successful completion of one or more courses listed below **(proof required)\***:
- Elementary accounting or bookkeeping
  - Computer applications
  - Office practices and procedures

**OR**

- C. Any combination of the education **(proof required)\*** and experience stated above equivalent to one year.

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**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

**Knowledge, Skills, and Abilities:**

- Ability to use computer applications such as Microsoft Office or other related software;
- Ability to interact courteously and tactfully with customers and coworkers;
- Ability to solve problems and make recommendations;
- Ability to operate a computer keyboard by touch.

The position may require overtime, weekend and/or holiday hours as needed.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

**DESIRABLE QUALIFICATIONS:**

Experience with Advanced Purchase Inventory Control Systems (ADPICS), and/or Financial Accounting Management Information Systems (FAMIS), and/or Tyler Munis, and/or other automated financial systems; Intermediate proficiency with Microsoft Excel; Knowledge of Government Accounting; Education in fields related to accounting such as finance or grant management.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Written Exam.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

In accordance with Civil Service Procedure 3.38, all eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. (A copy of the veteran's DD-214, Member 4 form indicating honorable discharge must be attached to the application at the time of filing.)

**If you have not received notification of the status of your application within two weeks of the close of filing, please contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for some positions interacting with the public.

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The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638. An Equal Opportunity Employer.