

DUTIES:

CLASSIFICATION: Accounting Technician	Time Base: Full Time	SALARY: \$2638 -3209 / Month	FFD: Until Filled
LOCATION: Sacramento		DIVISION: Administrative Services	
CONTACT: Roslyn Crawford		E-MAIL: rcrawford@arb.ca.gov	PHONE: 916-323-2765
MAILING ADDRESS: 1001 I Street, Sacramento, CA 95814			

DUTIES: Under the direction of the Senior Accounting Officer, performs an array of accounting services for the Air Resources Board and the California Environmental Protection Agency using the automated CALSTARS accounting system. Duties include preparing vendor invoices for payment, reconciling daily CALSTARS reports, and assembling claim schedules and remittance advices for review and signature.

Indicate source of eligibility in box 12 of State application.

ARB is located in the Cal/EPA building in downtown Sacramento; one block to light rail and has daycare facilities.

PENDING HIRING FREEZE EXEMPTION APPROVAL

DESIRABLE QUALIFICATIONS: Knowledge of accounting systems, excellent organizational skills, ability to work both independently and as part of a team; and ability to maintain a positive, creative and flexible attitude in a customer friendly atmosphere. Experience with Excel and Word software applications and basic knowledge of CALSTARS.