



## JOB ANNOUNCEMENT

# ACCOUNTING TECHNICIAN (PERMANENT)

**Salary: \$4,397.02 - \$5,334.21 Monthly**

### APPLICATION PROCEDURE:

To be considered for this position, the applicant must complete the online application, which can be found at: [cvusd.org/pc](http://cvusd.org/pc). **Deadline is July 8, 2022 at 3:00 P.M.**

### SELECTION PROCEDURE:

This is a **PROMOTIONAL and OPEN** recruitment to establish an eligibility list, fill a vacancy, and hire substitutes. The eligibility list will be used to fill vacancies that may occur during the life of the eligibility list. In a promotional and open recruitment, the promotional list shall take precedence. If the promotional list contains fewer than three eligible and willing ranks, certification of additional ranks shall be made from the open list.

The examination process will consist of a written and/or performance examination, which is tentatively scheduled for Wednesday, June 13, 2022 and an oral technical interview, which is tentatively scheduled for Wednesday, June 20, 2022. Applicants will be notified of their application status via email.

More information on our recruitment, selection, and employment practices can be found here: [cvusd.org/pc](http://cvusd.org/pc)

### **JOB SUMMARY:**

Under direction of the Director of Fiscal Service, performs paraprofessional accounting duties, such as reconciliation, maintenance, and monitoring of accounts; and compilation of data based on knowledge of bookkeeping practices, departmental operations, and County financial systems; keeping and reviewing financial records and processing financial transaction documents, following established methods and guidelines; and, other related duties as required.

[Please click here for a complete job description.](#)

### **EDUCATION AND EXPERIENCE:**

#### **Experience:**

Three years experience in a production accounting environment with at least one-year of general ledger accounting is desired. Additional experience may substitute for higher education.

#### **Education:**

Completion of two years of higher level education with emphasis in bookkeeping.

#### **License Requirement:**

Possession of a valid California driver's license.

## EQUAL OPPORTUNITY /AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Pamela Brown, Assistant Superintendent, Diversity, Equity & Inclusion Centinela Valley Union High School District, 14901 Inglewood Avenue. Lawndale, CA 90260. [brownp@centinela.k12.ca.us](mailto:brownp@centinela.k12.ca.us) (310) 263-3210