



**THE CITY OF TORRANCE
INVITES APPLICATIONS FOR**

ACCOUNT CLERK TREASURER'S OFFICE (PUBLIC COUNTER)

SALARY

\$19.89-\$24.78 per hour

THE POSITION

The City of Torrance Treasurer's Office is recruiting detail oriented team players, with positive attitudes, who thrive in a fast paced customer service driven environment. This position performs accounting clerical work in connection with the maintenance and review of financial or statistical records and receives and receipts for money, therefore, this position will interact with the public at the service counter and internal staff regularly. If you are someone who enjoys handling multiple tasks and has a flexible approach to work, then start a career with The City of Torrance, today!

THE IDEAL CANDIDATE:

- Has the ability to operate a computer and enter data quickly & accurately;
- Thrives in a fast paced customer service oriented environment;
- Is able to make arithmetic calculations quickly & accurately;
- Has excellent oral, written & interpersonal communication skills;
- Is flexible and able to handle multiple functions & tasks;
- Enjoys working closely with the public on a daily basis;
- Is able to handle cash and perform cashier duties;
- Works well without close supervision.

TO APPLY

The application filing period opens **Thursday, March 17, 2016** at 7:30 a.m. and closes **Wednesday, March 23, 2016** at 5:30 p.m.

WWW.TORRANCECA.GOV/JOBS



Account Clerk-Treasurer (Public Counter)

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and two years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; OR

Associates degree, preferably including or supplemented by courses in accounting or financial record keeping and 1 years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; OR

Bachelor's degree in Accounting or Finance.

HOW TO APPLY

Interested candidates must submit an online application and supplemental questionnaire at - www.TorranceCA.Gov/Jobs. The application filing period opens **Thursday, March 17, 2016 at 7:30 a.m.** and closes on **Wednesday, March 23, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

- **Customer Service Assessment:** Pass/Fail - Tentatively Scheduled for Monday, April 11, 2016
- **Written Exam:** 50% - Tentatively Scheduled for Monday, April 11, 2016
- **Oral Interview:** 50% - Tentatively Scheduled for Wednesday, April 27, 2016

PAY & BENEFITS

- \$19.89-\$24.78 per hour.
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Deferred Compensation Plan available.
- 13 paid Holidays.
- Paid Vacation and sick leave.
- 9/80 Work Schedule.
- Health, Dental, Vision plans, and Life Insurance.
- Flexible spending options for medical & childcare.
- Tuition reimbursement.
- Interest free computer loan program available.

NOTES

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.

Test dates are tentative. Please visit our webpage under Recruitment Status for updates and current status.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

A six (6) month eligibility list will be established.



JC16031211-DM

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CITY OF TORRANCE

ACCOUNT CLERK SUPPLEMENTAL APPLICATION Job Code 16031211

The information provided in your responses will be used to determine who is **best qualified** to proceed to the next stage of the selection process. You must answer these questions to be considered. Referring to your resume or application is not an acceptable answer.

1. Describe how you meet the minimum qualifications of this position.

High school diploma or equivalent and two years' experience in one or more of the following areas: Accounts Payable, Accounts Receivable, Payroll, Trial Balance, Journal Voucher prep or Ledger Control.

Associates degree and one year experience in one or more of the following areas: Accounts Payable, Accounts Receivable, Payroll, Trial Balance, Journal Voucher prep or Ledger Control.

Bachelor's degree in Accounting or Finance

I don't meet the minimum requirements

Other, explain below.

2. a. How many years of experience do you have in handling cash and performing cashier duties?

None Some, but less than 1 year More than 1 year, but less than 2 years

2+ years

b. Please describe your experience.

3. a. How many years of experience do you have in customer service, dealing with customers at a public counter?

None Some, but less than 1 year More than 1 year, but less than 2 years

2+ years

b. Please describe your experience.

4. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

Yes No