



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

# ACCOUNTING ASSISTANT II

#### POSITION DETAILS

- 40 hours per week, 12 months per year
- Fringe Benefits Package

#### SALARY

\$4,495 - \$5,458 monthly

ISSUE DATE: 1/25/2023

APPLICATION DEADLINE: 2/8/2023

TENTATIVE WRITTEN EXAM: 2/13/2023

TENTATIVE ORAL EXAM: 2/16/2023

#### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

#### POSITION BENEFITS

**Pay increases:** The first pay increase for regular employees occurs after 6 months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

**Benefits:** Fringe benefit package including medical, dental, vision, life insurance, sick time, vacation time, and paid holidays.

#### BASIC FUNCTION

Under the direction of the Director, Fiscal Services, perform accounting clerical work of above average difficulty involving financial and statistical record keeping in an assigned area such as accounts payable, payroll, accounts receivable or attendance accounting; perform clerical work including typing and filing. Commitment to Los Alamitos Unified School District's mission, vision and priority goals. Excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

\* **Complete Job Description** available at [www.losal.org](http://www.losal.org) under Job Opportunities/Classified Job Descriptions.

#### MINIMUM QUALIFICATIONS

##### **Education & Experience**

- ✓ Graduation from high school including or supplemented by courses in bookkeeping and accounting.
- ✓ Two years of increasingly responsible experience in financial or statistical record keeping.
- ✓ Ability to type 40 words per minute from clear copy.

#### APPLICATION & EXAMINATION PROCESS

##### **Application:**

\* Complete a Los Alamitos Unified School District Classified Application which can be accessed at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through <http://www.losal.org/jobs> by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

\* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application.

##### **Examination:**

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge exam (30% of Total Score)
- B - Structured oral exam (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org) under Human Resources/Personnel Commission.

**Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.**

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.