



# SIERRA UNIFIED SCHOOL DISTRICT

29143 AUBERRY ROAD • PRATHER, CALIFORNIA • 93651  
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[www.sierrausd.org](http://www.sierrausd.org)

*Foothill Elementary • Oak Meadow Community Day School • Sandy Alternative High • Sierra Jr/Sr High • Sierra@Home*

## **Position Posted Inside & Outside District**

### **CLASSIFIED JOB ANNOUNCEMENT**

#### **POSITION: Account Clerk**

We are advertising to fill one (1) Account Clerk positions for Sierra Unified School District.

This vacancy will be posted inside and outside the District.

**Salary #210 – \$21.12 Step I**

**\*To Current Employees -- If you possess skills and experience as an Account Clerk, this is your opportunity to apply.**

**December 1, 2023**

#### **DETAILS:**

- Site: Sierra Jr/Sr High School
- 8.0 hrs /190 duty days
- Hours: 7:30am – 4:00pm (subject to change)
- Start date: ASAP
- Position #2306

#### **PRIMARY FUNCTIONS:**

- Under general direction: determines processes for maintaining statistical and financial information with respect to assigned accounts, programs, attendance or special records; compiles a variety of statistical reports and records including the verification of account balances, and account numbers.
- Performing accounting work in posting, assembling, tabulating, & reconciling financial data.
- Ability to perform arithmetical calculations rapidly and accurately.

#### **SALARY:**

- Schedule #210 - Step I - \$21.12 hourly
- According to the CSEA Contract, District paid benefits are included with these positions.

*Note: Contact the Personnel Department for further details. (559) 855-3662 or visit [www.sierrausd.org](http://www.sierrausd.org)*

**APPLICATION DETAILS:** At time of application, Current employees, submit a Letter of Application and/or an updated application, resume, and 2 letters of recommendation.

All other applicants, (including substitutes) must submit an application, resume, and 2 letters or recommendation. Current employees may apply for a position and those employees who meet the qualifications shall be interviewed.

You may apply online at [www.edjoin.org](http://www.edjoin.org) or download an application at [www.sierrausd.org](http://www.sierrausd.org)

**APPLICATION DEADLINE: THURSDAY – DECEMBER 21, 2023 at 4:00 pm**

*The Sierra Unified School District is an Equal-Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.*