



COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Victoria Schumacher, Ph. D., Superintendent

JOB VACANCY - PLEASE POST

Posted
2/14/18

Account Clerk 2

LOCATION: District Office

STARTING: Immediately

SALARY: Range 11: \$15.35 - \$18.70 per hour

HOURS: **8 hours per day**

BENEFITS: Medical, Dental Vision

ASSIGNMENT: Under general supervision of a designated management employee, to perform responsible record keeping and fiscal functions, which involve manual, machine and/or computer-assisted record management systems; to prepare a variety of fiscally-related reports and records; and to do other related work as required.

EDUCATION/EXPERIENCE: Equivalent to the completion of the 12th grade, supplemented by training or coursework in accounting, data processing, bookkeeping and business practices and procedures. Two years of increasingly responsible experience, preferably in public schools, in record management and reporting involving computer-assisted processes. Bilingual desired.

MATERIALS: District application, current resume, and 3 current letters of recommendation. ***In-House applicants please submit Letter of Intent.***

APPLICATION DEADLINE: February 23, 2018, 3:30pm or until filled

APPLICATIONS AVAILABLE: website www.coastusd.org or call 927-6135.

APPLICANTS: Submit application/materials to:

Personnel Department
Coast Unified School District
1350 Main Street
Cambria, CA 93428
Phone: 805/927-6135

EQUAL OPPORTUNITY EMPLOYER