



October 5, 2015

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: **STUDENT ASSISTANT**

TENURE/TIME BASE: **TEMPORARY/INTERMITTENT**

BUREAU/SECTION: **ADMINISTRATIVE SERVICES/ACCOUNTING**

MONTHLY SALARY: **Range A \$1599-\$1759**
 Range B \$1711-1882
 Range C \$1831-2014
 Range D \$1959-2155

SUMMARY:

Under close supervision of the Accounting Administrator I (Supervisor) for the Accounting Unit, the Student Assistant assists in the performance of administrative and technical duties related to procurement, invoices, deposits, and the operations of the Accounting Service Desk.

DUTIES:

Assist staff responsible for invoices and payables with reviewing, processing and completing voucher packing before Accounting staff key into the Financial Information System for California (FI\$Cal). Key the Payee Data Record (STD 204 form) into FI\$Cal with the assistance of the Accounting Officer or the Senior Accounting Officer. File, research, and provide the STD 204 form. Assist Accounting staff with processing payments, which includes receiving and stamping invoices, sending invoices for approval, tracking receipt of approvals, and entering dates into the log-payment sheet.

Pick up, open, sort, and organize all incoming mail via postal service or fax. Stamp, record, print, and route all mail to appropriate staff. Assist Accounting staff with preparing envelopes and certified mailings. File claim vouchers, manual claim schedules, Office Revolving Fund claim schedules, and back-up documents. Assist the Accounting staff with scanning necessary for the FI\$Cal system which includes scanning of invoices, back-up documents, Accounting reports, research and pull file requests. Photocopy Accounting documents for recording keeping. Answer phone calls from CSL staff and the general public. Provide general information in response to phone call inquiries. Direct and transfer phone calls to appropriate or available staff. Enter, update, and track all emails sent to the California State Library contact list for all

*Student Assistant
Temporary/Intermittent*

*California State Library/Accounting Office
Final File Date: 10/21/2015*

email accounts.

Assist the Accounting staff in tracking the conversion from the California State Accounting and Reporting System (CALSTARS) to the FI\$CAL system including: reviewing and researching FI\$CAL coding of Accounts and Report Structures for Accounts Payable, Accounts Receivable and the General Ledger.

Back-up the Accounting Office Service Desk when the Office Technician (Typing) is out of the office, including ordering and receiving supplies and selling the monthly transit and parking passes. Answer all client telephone calls and e-mails directed to the Service Desk.

DESIRABLE QUALIFICATIONS:

- Proficient typing and 10-key skills.
- Ability to effectively organize work and meet deadlines.
- Good attendance and dependability.
- Ability to use the Microsoft Office Suite of software, especially Word and Excel.
- Strong communication, customer service, and interpersonal skills.
- Ability to adapt to changing priorities.
- Ability to work independently or in a team environment.

APPLICATION PROCESS:

Must be a college student enrolled in classes during the regular term at an accredited college or university and carrying a minimum of six (6) semester units (nine quarter units) and maintain a grade point average of 2.0 or higher.

All interested applicants **must submit:**

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature**. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov. A job title/classification and position number should be clearly state in the "Examinations or job title(s) for which you are applying" section of the state application. Submission of a resume in place of a fully completed application is not acceptable.
2. A **resume**.
3. **Proof of application** for, **or enrollment** as a student in, an appropriate college or university program. If currently enrolled, a **copy of the unofficial transcript** is also required.

Application packages may be submitted to the:

California State Library
Human Resources Services Office
Attention: Jill Peters
P.O. Box 942837
Sacramento, CA 94237-0001

Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, Sacramento, California, 95814, on the first floor.

Applications will be screened and evaluated based on eligibility and desirable qualifications and

only the most qualified applicants will be considered for an interview.

Final Filing Date: October 21, 2015

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.