



City of Los Angeles Department of Cultural Affairs Administrative Services Division

JOB OPPORTUNITY NOTICE **Accounting Clerk (PART-TIME)**

Notice Open Date: September 12, 2024

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Administrative Services Division

Job Location: 201 N. Figueroa St, Suite 770, Los Angeles CA 90012

Hourly Pay Rate: \$27.37

Weekly Schedule: TBD within the schedule of Monday – Friday; up to 20 hours per week

Benefits: No benefits

Classification / Code: Accounting Clerk (1223)

Type: Part-Time / 1070 (as-needed, 15- 20 hours per week)

DEADLINE TO APPLY: Thursday, September 26, 2024

The Los Angeles Department of Cultural Affairs is seeking to fill a part-time Accounting Clerk. This position is assigned to the Administration Division and reports to the Senior Accountant. This position is located at the Department's Main Office in the Civic Center at 201 N. Figueroa St., Suite 770, Los Angeles, CA 90012. The Accounting Clerk performs difficult and responsible clerical accounting work in the review, preparation, processing, and maintenance of accounting records and reports, or payroll and timekeeping documents; may perform cashiering activities; or may act as a lead in the performance of such work; and does related work.

DUTIES AND RESPONSIBILITIES

Prepares and processes various accounting documents using the Financial Management System (FMS) in accordance with the City Controller guidelines. These documents may include:

- Contract preparation and encumbrance (SHOP, SC) and payments (PRC);
- General authority for expenditures (GAEAE) and resulting payments (GAX);
- Interdepartmental encumbrances (GAEID) and payments (IDO, ITI/ITA, IET);
- Direct expenditures (DEX), Travel authority (GAETL) and expenditures (TEX);
- Issuing refunds (RF);
- Vendor maintenance (VCC, VCM)
- Cash receipts (CR) and corrections (CRC);
- Processing budget appropriations (BGAA) through various authorities (CF, MF); and
- Printing reports through InfoAdvantage;

The Accounting Clerk interacts with other staff and handles petty cash documents, payments and other duties such as:

- Purchasing card documents, payments and sales and use tax preparation and payments.
- Preparing purchase orders and requisitions using the Financial Management System Procurement Module;
- Following up with staff on proof of deliveries and received PO's;
- Following up with GSD purchasing as necessary;

- Responding to inquiries regarding payment status, outstanding invoices, payment methods, lost checks, etc.
- Accounting Clerk may act as a backup for Payroll staff, and other duties as needed

DESIRED QUALIFICATIONS

Candidates must be **at least 18 years of age, high school graduate and must have knowledge of fundamental accounting and bookkeeping concepts and practices acquired either by a successful completion of an accounting course taken in school or through work experience.** Ideal candidates must possess excellent interpersonal skills with ability to use Microsoft Office software and have general knowledge of using Google Workspace/Suite, social media and/or grant administration/writing experience. The candidates must be able to work independently, quickly, and follow City procedures.

CONDITIONS OF EMPLOYMENT

The job will be performed in person at DCA's main office located at 201 N. Figueroa Street, Suite 770, Los Angeles, CA, 90012 in Downtown Los Angeles. Working hours are from 8:00 a.m. to 5:00 p.m. (includes 1 hour for lunch). The candidates will work 2-3 days a week for approximately 20 hours a week. The days to be asked to work are to be determined. This position must be able to lift 20 to 25 pounds and be able to conduct a variety of work assignments with various deadlines.

HOW TO APPLY

Interested applicants should submit the following via email to Marie Fortuna at marie.fortuna@lacity.org with the subject: ACCOUNTING CLERK (PART-TIME):

- Resume
- Completed City application accessible via <http://per.ci.la.ca.us/Forms/Application.pdf>

Applications will be accepted through **Thursday, September 26, 2024 or until sufficient applications are received.**

METHOD TO EVALUATE CANDIDATES

Selection will be based on a review of resume and applicable qualifications as well as an oral interview to evaluate candidates based on the desired qualifications related to skills, knowledge, abilities, and qualifications for the position. Interviewers may also contact present and former supervisors as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process.

Due to the volume of applications that we receive, we are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.