



## **ACCOUNTING ASSISTANT**

San Bernardino County Transportation Authority

San Bernardino, California

Salary: \$44,808 - \$67,212 annually plus benefits

Under general supervision, performs a variety of accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, and payroll, in addition to balancing and maintaining manual and computerized accounting and financial records; assists in preparation of schedules and reconciliations for annual audits and annual financial statements; and performs related work as required.

Education and/or Experience: Equivalent to the completion of the twelfth (12th) grade and a minimum of two (2) years of general accounting and clerical experience, preferably in municipal accounting. College coursework in accounting and business is desirable.

**APPLY IMMEDIATELY.** Applications accepted through December 5th or until position is filled. Visit our web site at: [www.gosbcta.com](http://www.gosbcta.com) for more information and to apply. "An equal opportunity employer."