



ACCOUNTING ASSISTANT

San Bernardino County Transportation Authority

\$21.54 - \$32.31 Hourly

\$3,733.92 - \$5,600.92 Monthly

\$44,807.00 - \$67,211.00 Annually

Under general supervision, performs a variety of accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable and accounts receivable; balances, maintains, and adjusts accounting and financial records; and performs related duties as assigned.

Equivalent to the completion of the twelfth (12th) grade and two (2) years of general accounting and clerical experience, preferably in municipal accounting. Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

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