



SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | ssusd.org

April Moore, Ed.D., Superintendent

PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces a vacancy in the following position for the **2023-24** school year:

Job #7172	Student Activities Account Clerk
Site	Burroughs High School
Salary	Range 27 Step A \$20.39 per hr.
Days/Months	212 Paid Days, 11 Months
Time	7:00 am – 4:00 pm
Application Deadline:	March 20, 2024

Brief Description: Under the general direction of the principal performs a variety of clerical, fiscal, and technical supportive tasks in the maintenance of financial records and accounts pertaining to student body funds. Completes various financial duties; gathers, assembles, tabulates, checks and files financial and statistical data. Completes clerical work involved with preparation, review, and maintenance of student body activities. Performs other job duties as assigned by supervisor.

Required Qualifications: Knowledge of modern office practices, bookkeeping procedures, purchasing procedures, and report procedures. Familiarity with departmental operations and legal requirements of the assigned work area. Ability to make arithmetic computations rapidly and accurately; prepare accurate records and reports; lift and move cash registers, packages/boxes as necessary.

Required Experience: Two years' experience in financial record keeping work. Must be able to type 45 words per minute.

Required Education: High School graduate or equivalent required, any combination equivalent to two years of college desired.

How to Apply: A transfer request form must be completed for any employee who wishes to be considered for a transfer or email mfrench@ssusd.org. Please be sure you receive an email confirming receipt of your request. An application must be completed for anyone applying for promotion from outside the district. Forms are available in the Human Resources Office at 113 Felspar.

3/12/24
District/Web

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620	District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700	ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700
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Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott