



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 PLEASE POST PLEASE POST

ANNOUNCEMENT OF VACANCY CLASSIFIED SERVICE

The Sierra Sands Unified School District announces a vacancy in the following positions for the **2024-25** school year:

Job #7195 & 7196

Site:

Salary:

Days/Months:

Time:

Application Deadline:

Account Clerk IV

Business Office

Range 27 Step A \$20.39 per hr.

256 Paid Days, 12 Months

7:30 am – 4:30 pm

May 9, 2024

Brief Description: Under general direction, performs a variety of financial clerical activities involved in accounting; does related work as required.

Required Qualifications: Knowledge of methods, practices and terminology used in bookkeeping; computer system; modern office methods, practices, and procedures. Ability to post and make arithmetic computations rapidly and accurately; keep records and compile statistical reports; operate standard office machines; communicate effectively orally and in writing; interface with personnel at a variety of levels.

Required Experience: Three years experience in maintaining financial and statistical records.

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

How to Apply: A transfer request form may be completed for any employee wishing to be considered for the above position. An application must be completed for anyone applying for promotion. Forms are available in the Human Resources Office at 113 Felspar Avenue or email Michelle French at mfrench@ssusd.org. Please be sure you receive a confirmation email.

4/25/24
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.

<p>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</p>	<p>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</p>	<p>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</p>
--	---	---

Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott