

State of Alabama
Examiners of Public Accounts
PO Box 302251
Montgomery, AL 36130

Account Clerk (10601)

\$27,955.20 - \$45,758.40

Location: Statewide

Job Information

This is an entry-level clerical position which will provide assistance to professional auditors during the audit process. Employees in this classification are responsible for the performance of moderately difficult clerical accounting functions.

Minimum Requirements

High School Diploma or GED

One year of experience in clerical or office work which includes bookkeeping responsibility

OR

High School Diploma or GED

Completion of two (2) courses in bookkeeping or accounting from a vocational/technical school or college

Note

Income Tax courses will not count toward the two bookkeeping or accounting courses.

Testing Procedure

Applicants must submit a state application to the State Personnel Department for an Evaluation of Training and Experience as shown on the application.

How to Apply

Submit a State Job Application for **Account Clerk** to State Personnel Department for evaluation. Applications for Examination may also be submitted via the Online Employment System with the State Personnel Department at www.personnel.alabama.gov.

You may contact the State Personnel Department at (334) 242-3389 with questions regarding the application process.

For specific questions, regarding this position or other positions with the Department of Examiners of Public Accounts, please contact:

Brandy Sponsler, Personnel Manager

(334) 777-0521

brandy.sponsler@alexaminers.gov

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