

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



5610 Coliseum Blvd, Suite D  
Alexandria, LA 71303  
Phone: 318-473-6612  
Fax: 318-473-6698  
rpcs@suddenlinkmail.com

Linda Sanders  
Civil Service Director

Tina Goree  
Administrative Specialist

## Civil Service Board

Zebulon Winstead, Chairman  
Christopher Hall, Vice-Chairman  
Dr. Elizabeth Beard, Member  
Devon Davis, Employee Member  
Erin Guin, Member

## JOB ANNOUNCEMENT NOTICE

### #2025-05

Opening Date: **1/28/2025**

Closing Date: **2/10/2025**

### CLASS TITLE

### CLASS RANGE

### MINIMUM SALARY

**Accounting Clerk**  
*(Finance)*

**15**

**\$29,857.37 annually**  
*+ benefits*

### NATURE OF POSITION

- Process general accounting duties including general ledger transactions.
- Ensure all accounting information is recorded accurately and check information periodically for errors.
- Manage accounts payable activities by obtaining signatures from elected officials to approve checks issued and ensure all necessary records are maintained.
- Assist with audit as necessary.
- Maintain clerical duties.
- Perform any other duties assigned.

### COMPETENCIES/PHYSICAL DEMANDS

- Able to use or be trained to use accounting software computer programs.
- Possess strong verbal and written communication skills.
- Possess good organizational and time management skills.
- Able to provide clear, concise, and accurate information.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 25 lbs.

### NECESSARY QUALIFICATIONS

- High school diploma or equivalent with additional formal training in accounting.
- Three (3) years' experience in an accounting role.
- Valid Louisiana driver's license.
- Must be available for recall to work after normal working hours due to emergencies.

### REMARKS

1. **Must include copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303 - download an application at [www.rppj.com/employment](http://www.rppj.com/employment).**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until Monday, February 10, 2025 at 4:00 p.m.**

Distribution:  
All Departments  
Announcements File  
LA Civil Service  
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# ACCOUNTING CLERK APPLICANTS

## TESTING INFORMATION

### **PLEASE NOTE:**

Testing for this position **MUST** be completed by Monday, February 10, 2025 at 4:00 p.m.

Assessments are given **by appointment only:**

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

-Assessment time for the **ACCOUNTING CLERK** position should be approximately **one (1) hour and forty-five (45) minutes.**

### **LOCATION:**

Rapides American Job Center  
5610 B Coliseum Blvd  
Alexandria, LA 71303