

WE ARE HIRING



Account Clerk II

DEPARTMENT : Economic and Community Development

SALARY : \$22.02 - \$31.12 Hourly

BENEFITS : Benefits Eligible

TYPE : Full-Time

**Closing Date: Thursday, April 30th, 2026, at 5:30pm, or
once 20 qualified applications are received, whichever
occurs first.**



■ The Position:

Under direct or general supervision, assists other finance personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable and accounts receivable; and performs related work as required.

■ Requirements:

Equivalent to the completion of the twelfth (12th) grade, one (1) year of responsible clerical experience, and one (1) year of experience in processing financial documents, maintaining financial or accounting records, or billing and collections, equivalent to that of Account Clerk I at the Town of Apple Valley.

An application package is available at:

Development Services - 14975 Dale Evans Parkway,
Apple Valley, CA 92307



Apply Now!
av.town/jobs

jobs@applevalley.org