

Job Announcement

Account Clerk

\$21.99 - \$25.45 per hour Part-Time/Full-time possible

Salary dependent on experience & qualifications

About Our Organization

Butte County Association of Governments (BCAG) is a Metropolitan Planning Organization and Regional Transportation Planning Agency for Butte County.

BCAG is the administrator and operator for Butte Regional Transit, the "B-Line", a consolidated public transit system providing fixed route and paratransit service throughout Butte County.

The Position & Who We Are Looking For

- Review and maintain governmental fund general ledgers. Prepare journal entries for monthly closing and adjusting entries as needed.
- Utilize Workday accounting software for data input and reporting.
- Create and maintain spreadsheets for various account reconciliations and project tracking.
- Process accounts payable. Maintain and promote excellent vendor relations.
- Process accounts receivable invoices. Prepare deposits and monitor AR aging reports.
- Assist with annual audit preparation including year-end closing journal entries.
- Analyze accounting data as necessary.
- Perform clerical work such as organizing and filing invoices.
- Front office and phone support as needed.

Knowledge/skills required for position

- Knowledge of general booking procedures, including accounts payable and accounts receivable.
- Knowledge and accuracy of basic accounting principles, such as debits and credits.
- Efficiently manage multiple assignments and able to work independently.
- Strong organizational skills
- Proficient in Microsoft Office, especially Excel.
- Use of business-level English, both verbal and written.
- Work cooperatively with staff and other governmental agencies.

Education and experience

- Successful completion of beginning level accounting classes.
- Preferred one year experience in accounting position or AA degree.



To Apply:

For more information on the position and to get an application, go to our website at www.bcag.org

For information on Butte Regional Transit, the B-Line, go to www.blinetransit.com

Submit your application with a cover letter and resume to the address or fax number below, or email to cmassae@bcag.org

Application Deadline:

**May 15, 2026
2:00 pm**

326 Huss Drive, Suite 150
Chico, CA 95928
Phone: (530) 809-4616
Fax: (530) 879-2444

BCAG is an Equal
Opportunity Employer