

## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **ADMINISTRATIVE TECHNICIAN II or III - ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE**

#### **DEFINITION:**

Under direction of the Finance Manager, performs a variety of accounting and financial duties in accordance with District policies and procedures. The level of work requires the incumbent to possess basic accounting and office skills. Employees are expected to use good judgment based upon office procedures and general financial knowledge.

This is a position within the SEIU employee group.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform Accounts Receivable functions and tracks payment status.
- Perform Accounts Payable functions – processing accounts payables, verifying receipt of services and/or materials, printing checks, obtaining check signatures and mailing checks as determined by the needs of the District.
- Maintain AP and AR invoice log and status files.
- Prepare and process purchase orders for the purpose of ensuring accurate processing for supplies and services in an accurate and timely manner.
- Review, revise, and establish invoice processing and payment standard operating procedures as needed to ensure the accuracy and timeliness of payments according to district policies and contractual obligations.
- Review and process invoices, check requests and credit card bills.
- Act as petty cash drawer custodian, reconciling as necessary.
- Communicate with vendors in regards to status on invoices.
- Prepare and maintain a variety of vendor records and files.
- Managing high-volume matching, batching, and coding of invoices.
- Processes wait list invoice payments.
- Maintain Administrative Office's equipment. Order, receive, store and distribute office supplies.
- Respond to inquiries and conduct research as needed.
- Acts as back-up to the front desk.
- Prepare correspondence as required.
- Ability to interact with the public and District Personnel and maintain cooperative working relationships.
- All other duties as assigned.

#### **KNOWLEDGE:**

- Modern office practices and procedures; Customer service techniques; Filing systems and procedures.

- Oral and written communication skills; Letter and report styles and formats; Word processing and database applications.
- Correct English usage, grammar, spelling and punctuation; Basic math.

**SKILLS/ABILITIES:**

- Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and MOMS software. Must have the ability to utilize other job-related software programs.
- Ability to be self-motivated, work independently, and manage time well.
- Must be able to “multi-task” to handle competing priorities and demands.
- Must be able to keep accurate records and prepare detailed reports.
- Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form.
- Ability to collect, analyze, and interpret financial data. Ability to calculate figures and amounts such as discounts, interest, proportion, percentages, area circumference, and volume.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Working knowledge of spreadsheets and spreadsheet applications; ability to compile and tabulate data in spreadsheet form.

**REQUIRED QUALIFICATIONS:**

**Experience:** Any combination of experience and/or education that is likely to provide the required knowledge and skills necessary to satisfactorily perform all essential duties and responsibilities. Experience with a public agency is desirable.

**Education:** Associate of Arts Degree in Business, Finance, Public Administration or related field with minimum of three years of progressive experience in accounts payable and accounts receivable programs, preferably in a public agency, or equivalent combination of education and experience.

**License:** Valid California Class “C” driver’s license. Must maintain satisfactory DMV record and ability to maintain insurability.