



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Administrative Technician II – Accounts Payable
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	Administrative Department Manager
Website	www.cambriacsd.org

ABOUT THE POSITION

Under direction of the Administrative Department 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 Service Employees International Union (SEIU) employee group.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 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.
- 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 employees and maintain cooperative working relationships.
- Ability to communicate effectively with the public and employees in oral and written form.

- All other duties as assigned.

EDUCAITON AND EXPERIENCE REQUIREMENTS

Education/Training

- High school diploma or equivalent. Additional specialized or college-level course work in secretarial science, office procedures, business administration, or a related field is desirable.

Experience and Requirements

- Three years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to an Administrative Technician I.
- Valid California Class C driver's license. Must maintain satisfactory DMV record and ability to maintain insurability.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment:

Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions. The noise level in the work environment is quiet to moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

Positions in this class typically require: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.