



Senior Accounting Technician

Hiring Range: \$3,610—\$3,971/Monthly + Benefits

The County of Yuba is currently recruiting for the County-wide classification of **Senior Accounting Technician**. The current vacancies exist in the Sheriff's Department, the Treasurer Tax Collector and the Health and Human Services Department. Under direction, the incumbent performs a variety of technical financial and accounting duties that require a specialized knowledge; provide administrative support to assigned supervisor; perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing lead direction over assigned personnel and performing duties including, but not limited to, verifying and updating assessment tax roll information, leading the centralized payroll function, and assisting with the preparation of budget documents and perform other duties as assigned. This is the advanced journey level in the technical accounting series. *This is a County-wide classification. The employment list established from this recruitment may be utilized to fill additional vacancies within the same classification in other departments if they arise during the duration of the list.*

Ideal Candidate:

The County is looking for individuals that are customer service minded and team players who are dedicated to serving both internal staff and external customers. The ideal candidate has the ability to perform complex technical accounting / bookkeeping duties including reconciliation and journal entries. They must have experience building and using formulas in Excel, as well as creating and maintaining existing spreadsheets. They will be detail oriented and possess a strong ability to organize own work, while setting priorities and meeting critical deadlines. Previous experience performing payroll related functions is preferred. Cash handling experience is also preferable.

Required Qualifications:

Minimum:

An Associate's Degree from an accredited college with course work in accounting, bookkeeping, or a related field; and two years of experience at a level equivalent to the County's classification of Accounting Technician. *Candidates with strong experience who lack the degree are encouraged to apply.*

Preferred: In addition to the above minimum, experience in a public agency.

Special Requirements:

Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and/or credit check prior to hire. Certain positions may be required to file statements of economic interest with the Yuba County Clerk/Recorder. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.



Personal History Statement:



(Applicable to Law Enforcement Departments Only)

All applicants that successfully complete the examination process and are certified to the employment list, will be notified. **Upon request all applicants certified to the employment list MUST submit a completed Miscellaneous Personal History Statement (PHS) directly to the Sheriff's department.** A review of the PHS will be conducted for each candidate to determine which candidates best meet the professional standard criteria adopted by the Department.

About Yuba County:

The County of Yuba is situated in the Northern Sacramento Valley, approximately 40 miles North of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. Yuba County offers its residents the many advantages of rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7862

Final Filing Date:

Open Until Filled

For specific details, a complete benefit summary and to apply please visit:

<https://www.calopps.org/yuba-county>