



EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Monday, February 26, 2018 at 5:00p.m.

Senior Accounting Technician

Hiring Range: \$3,384- \$3,723 Monthly + Benefits

The County of Yuba is currently recruiting to establish an employment list for the position of **Senior Accounting Technician**. The current vacancy is in the Health & Human Services Department/ Administration & Finance Division. 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.

Examples of duties include recording and accurately receipt money from all sources into the County treasury. Review, verify authorization and ensure accurate payment of all County expenditures. Prepare monthly, quarterly and annual Federal, State and other reports regarding the assigned accounting and/or financial support function(s). Review and reconcile varied reports and journals and budget, payroll, tax, revenue or related financial or business data.

Ideal Candidate:

The ideal candidate has strong organizational skills, the ability to schedule and execute tasks effectively, the ability to reason out and analyze logical steps, a high attention to detail, and a strong ability to establish and maintain effective working relationships both within the division and the department as a whole.

Required Qualifications & Requirements:

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.

About the County:

Yuba County 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 a 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.

Contact Us!

County of Yuba
Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7869

For application instructions
complete job details and/or
to apply visit:
www.co.yuba.ca.us



*The County of Yuba is a Merit Based Equal Opportunity
Employer encouraging Workforce Diversity.*