

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTS PAYABLE TECHNICIAN

DEFINITION:

Under general supervision of Director of Internal Fiscal Services or designee, the Accounts Payable Technician performs a variety of accounting tasks to compile, prepare, process, review, and verify all accounts payable records and reports for the Yuba County Office of Education and Yuba County school districts. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director of Internal Fiscal Services or Designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, review, and verify accuracy of invoices, requisitions, purchase orders, Cal Card, and similar documents before processing.
- Prepare all invoices and pay all payables in a timely manner.
- Check documents for all proper authorizations and budget codes before processing.
- Check, tabulate, process and post all payables.
- Review warrants for accuracy and mail to vendors.
- Handle and maintain accounts payable files and expenditures.
- Reconcile monthly vendor statements and maintain vendor records.
- Research outstanding invoices with school sites and vendors.
- Research and resolve county office questions regarding accounts payable payments.
- Set-up vendors in financial database and manage current vendors and their contact information.
- Contact vendors regarding problems on invoices.
- Prepare Federal, State and Local financial reports such as sales tax etc.
- Prepare and reconcile monthly bank statements of assigned accounts.
- Prepare and post fiscal year end accounts payable accrual entries and reports.
- Prepare calendar year end reports: 1099's etc.
- Assist in the maintenance and reporting of district financial records.
- Communicates with and provides technical support to both internal and external clients by collecting and providing information, answering questions, assisting clients in interpreting, and following proper accounts payable procedures.
- Assists with training other staff in complying with proper procedures, rules, and regulations.
- Researching a variety of data related to accounting problems.
- Files, scans, and archives accounting records.

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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein
- College level course work in accounting or public agency accounting experience is preferred.

Knowledge of:

- Principles, procedures and terminology of accounting, auditing, and financial record keeping.
- Basic computer operations related to financial applications.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Creates, organizes, maintains and updates a variety of files and records utilizing computer database programs, spreadsheet programs and manual systems.
- Maintains an audit trail of documents and records.
- Creates report formats and prepares necessary accounting and financial reports based on retrieved data as requested.
- Develops and maintains spreadsheets, journals, ledgers, logs, worksheets, and other records.
- Performs mathematical calculations quickly and accurately.
- Applies a variety of laws, rules and regulations and manuals to provide support.
- Operate a variety of standard office machines including copiers, calculators, facsimile machines, and computers.
- Communicate effectively in both oral and written form.
- Conduct basic research.
- Set up and maintain database files to create spreadsheets and other related forms and documents.
- Set up and accurately maintain a variety of accounting and financial records.
- Detect and correct errors or omissions.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the program/department.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

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- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing on a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: September 17, 2025