

Job details

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Bulletin Number	25910BR
Type of Recruitment	Transfer Opportunity
Department	Internal Services
Position Title	ACCOUNT CLERK II
Filing Type	Open Continuous
General Information	The ISD Administration and Finance Service (AFS) is seeking a well-qualified accounting support staff to fill a vacancy in the General Accounting Section of the Finance Division. The position works with a variety of vendors and ISD personnel to resolve and pay vendor invoices.
Requirements	All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of Account Clerk II, or who are eligible for an administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a resume, copies of their last two performance evaluations, and last two years' time records. Resumes will be accepted until the needs of the service are met. Resumes and supporting documentation may be submitted to:

Yiu-Cheung Seto, Accounts Payable Supervisor

1100 N. Eastern Avenue, Room 220

Los Angeles, CA 90063

(323) 267-2383

YSeto@isd.lacounty.gov

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection.

Desirable Qualifications

- Strong working knowledge of the County eCAPS Financial Systems, including eProcurement.
- Strong knowledge of accounting principles, procedures, and County fiscal policies.
- Ability to work effectively and independently with minimal management oversight.
- Ability to organize and prioritize multiple assignments in a fast-paced, deadline oriented environment.
- Experience in working effectively with all levels of staff and

management, public and private organizations, government agencies and County departments.

- Excellent verbal and writing communication skills.
- Good working knowledge of computer programs including Microsoft Excel and Word.
- Excellent customer services skills, with the ability to effectively interface with all levels of customers in a professional demeanor.

Duties

Functions as an accounts payable clerk and has day-to-day responsibility for vendor payments utilizing the County's eCAPS eProcurement module system.

Performs a variety of financial oriented clerical work, spending a large portion of time in maintaining the accounting records of a moderate to large-scale accounts payable system.

Using established procedures, verifies invoices, sales tax and discounts for accuracy, collaborates and researches purchase order discrepancies with ISD Procurement staff, and responds to vendor inquiries and processes vendor payments.

Reconciles payment statuses to vendor accounts, including those instances where the cause of disagreements is often not obvious because of the volume and variety of transactions involved.

Sorts incoming invoices, files financial documents, and retrieves financial documents for audits.

Vacancy Information

The vacancy is located at Internal Services Department, Administration and Finance Service, Finance Division, 1100 N. Eastern Avenue, Room 220, Los Angeles, CA 90063. This worksite is on a 4/40 work schedule.

Available Shift Day

Contact Name Yiu-Cheung Seto

Contact Phone (323) 267-2383

Contact Email YSeto@isd.lacounty.gov

Job Field Finance and Accounting

Job Type Administrative Support

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