

[? Help](#)

Job details

Job 1 of 1

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Interested individuals should submit their résumé, last two (2) performance evaluations, and two (2) years of master timesheet to:

Anait Yerdoglyan
550 So Vermont Avenue – 8 th floor
Los Angeles , CA 90020
Email directly to: ayerdoglyan@dmh.lacounty.gov

Requirements Interested individuals who currently hold the payroll title of **Accounting Technician I** are encouraged to apply.**Desirable Qualifications**

- Proficient in the operations of computer systems such as Microsoft Word and Excel, Access and Outlook .
- Skillful with eCAPS.
- Ability to work independently, pay attention to details and to follow through on instructions and meet deadlines.
- Positive attitude, the ability to work in a demanding environment and assuming other duties if needed.
- Must be a team player.
- A good working knowledge of the County's policies, procedures, and practices.
- Perform filing, scanning and faxing.

Duties

- Processes Internal Transaction Agreement (ITA) documents billed from Other County Departments in form of IFTA and ITARV.
- Processes eCAPS payment documents (GAX and PFY) related to employee Travel Expense claims, Uninsured Losses, Partnership and Excellence.
- Checks documents for completeness, accuracy, proper format, and compliance with Section standards and other requirements.
- Creates Excel Worksheet to distribute the expenditures into the correct unit, object, department object, and project codes.
- Reconciles American Express airline tickets billing and Advanced Journal Voucher (JVA) received from A-C with approved travel requests as required by the County Fiscal Manual).
- Creates and Process Expenditure Vouchers (EV).

Vacancy Information

The Department of Mental Health (DMH) Finance Bureau, Accounting Division - Accounts Payable Section is seeking a qualified individual to fill

the position of Accounting Technician I.

Work schedule is 9/80 , RDO is Friday.
Work starts at 7:30am and ends at 5:00pm

Available Shift Any
Contact Name Anait Yerdoglyan
Contact Phone 213-738-4759
Contact Email ayerdoglyan@dmh.lacounty.gov
Job Field Finance and Accounting
Job Type Administrative Support

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