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Job details

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Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name, exam number and exam title on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to continue in the selection process.**Desirable Qualifications**

- Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited college or university;
- Experience navigating the eCAPS systems;
- Ability to work independently with minimal instructions;
- Ability to adapt to new and/or changed assignments and circumstances with short notice;

- Good verbal and written communication skills;
- Strong interpersonal skills;
- Willingness to take on additional assignments when necessary; and
- Proficiency in Microsoft Excel and Word.

Duties**Electronic Benefit Transfers (EBT)**

Control the distribution of blank EBT card stock.

Review and process Cash Aid requests for the Department of Children & Family Services, Department of Public Social Services, and Department of Health Services.

Monitor and verify returned EBT cards and update status to "Inactive."

Process EBT benefits replacement to participants.

Prepare daily Fund Transfer Requests (FTRs) to fund EBT draw downs.

Report monthly cancellation and stale dated warrant counts for the welfare bank accounts.

Process Manual Disbursement Field Warrant Request (MDFWR) cancellations.

Affidavit and Warrant Processing

Conduct a daily reconciliation of eCAPS interface files to ensure payments were processed as intended.

Process warrant affidavits for cancellations and reschedules.

Provide warrant verification to banks and check cashing agencies.

Vacancy Information

This vacancy is located in the Disbursements Division at 500 West Temple Street in Downtown Los Angeles.

Contact Name Daniel Ramirez

Contact Phone (213) 974-1278

Contact Email dramirez@auditor.lacounty.gov

Job Field Clerical
Finance and Accounting

Job Type All Others

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