



ACCOUNTS PAYABLE SPECIALIST

111

Jamestown
1607

DEPARTMENT: Financial and Management Services/Accounting

NATURE OF WORK:

Performs responsible Accounts Payable clerical work involving the preparation, maintenance, and review of fiscal or related records.

Work involves maintaining the County's official financial records; reviewing disbursement vouchers and issuing checks; and assisting in preparing various financial reports. Work is performed under general supervision. Supervisor provides instructions as to the objective of the assignment and the expected results.

ESSENTIAL FUNCTIONS OF THE JOB:

Reconciles invoices, statements, and receiving reports with purchase orders for price, quantity and accuracy.

Processes large volume of mail from outside vendors and County departments to meet weekly deadlines.

Ensures that discounts offered by vendors for prompt payment are utilized whenever possible. Organizes and prioritizes bill payments to best utilize County assets.

Audits and prepares payment for travel, tuition reimbursement, contract payments, consultant fees, and other transactions. Ensures necessary documentation, signatures, and receipts have been received and proper IRS, State, and County procedures have been followed.

Prepares invoices, travel vouchers, refunds, juror payments and request for reimbursements in data entry format. Enters data and balances with the necessary reports. Processes, prints, and distributes checks from numerous fund accounts.

Audits invoices before payment and other accounts for correct authorization, coding, accuracy, and reconciles with voucher register.

Prepares a variety of statistical and other financial reports, using both manual and automated records.

Responds, both verbally and in writing, to a wide variety of inquiries or complaints from the general public, vendors, or other County offices. Works extensively with vendors and other County departments in resolving disputes.

Researches vendor files to verify conformity to IRS requirements.

Ensures that contributions are paid to outside agencies in a timely fashion.

Interpret County policies and applicable State policies to vendors, the general public, and County employees.

Performs computations and posts to statistical and other records applying knowledge of applicable regulations and State policy.

Maintains and investigates Accounts Payable outstanding purchase order file. Maintains paid files on all County payments, including those for whom the County acts as a fiscal agent.

Researches manual and automated files and records to obtain information necessary to complete reports or resolve problems. Suggest system improvements as they relate to the Accounts Payable function.

Prepares information for and assists Federal, State, and independent auditors as needed.

Operates typewriter, calculator, microcomputer, printer, and other standard office equipment.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates computer keyboard, adding machine, telephone and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of bookkeeping terminology and methods.

Considerable knowledge of standard accounting principles and practices.

Considerable knowledge of standard office procedures, practices and equipment.

Considerable knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages.

Ability to work in a Windows environment.

Ability to maintain complex manual and automated financial records and to prepare financial reports accurately.

Ability to research and analyze information and compile reports as assigned.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, County officials, and the public.

Ability to deal courteously and effectively with customers who may be confused or angry.
Ability to communicate effectively, both orally and in writing.

Ability to organize and prioritize to meet time constraints.

Ability to exercise independent judgment and initiative and attention to detail in ensuring proper and timely payments requiring minimal supervision.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, preferably supplemented by college-level courses in bookkeeping, accounting, or business management, and considerable experience in accounting, bookkeeping, or statistics with demonstrated ability to work in a Windows environment; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer criminal history and sex offender record check.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Accounts Payable Specialist Position Number: 111
Department: Financial and Management Services/Accounting Division: Accounting

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit					✓				✓
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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