Accounts Payable Clerk 1

Bedford County, Tennessee

**Department**: Finance **Full/Part Time**: Full Time

**Supervisor Title**: Finance Director **Status**: Non-Exempt

**Shift**: M-F: 8:00am-4:00pm **Function**: Financial Administration

**Job Summary/Definition**: The purpose of this classification is to perform accounting/financial work associated with processing accounts payable documentation. Duties and responsibilities include processing invoices for payment, ensuring accuracy of accounts payable documentation, researching discrepancies, assigning invoices to proper accounts, generating checks, posting payables to ledger, generating reports, processing documentation, and maintaining records. This position reports immediately to the Deputy Finance Director and works under the overall supervision of the Bedford County Finance Director.

**EQUIPMENT/JOB LOCATION**

The employee will operate a computer, copier and other modern office equipment.

Work performed is indoors.

**Work Environment**: Office setting; noise levels can be loud and must be able to communicate with background noise; occasionally drives to off-site locations Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated and ventilated. Employee may not always have privacy or quiet place to work.

**Physical Demands**: Employee will be exposed to prolonged periods of sitting at a desk to perform essential job functions. This job may require lifting of office supplies that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may include sitting, walking, standing, bending, stooping, kneeling, pushing, pulling, reaching, talking, hearing, seeing. Some employees in this classification may be required to do field work

**Essential Functions and Responsibilities**:

*Essential and other important responsibilities and duties may include, but are not limited to the following:*

* Ensure bills for various county offices assigned to the position are paid in a timely manner
* Process accounts payable checks
* Assign purchase orders and invoices to proper accounts
* Calculate invoices involving charges from multiple entities
* Enter data into computerized financial system
* Review documentation for accuracy and completeness
* Report discrepancies found in records
* Maintain confidentiality of departmental documentation and issues
* Communicate with county payroll and other vendors
* Maintain current knowledge of applicable laws and regulations
* Processes a variety of documentation associated with operations of an assigned area of the county, which may include various county departments, schools, programs or federal projects; processes data/documentation within designated timeframes and per established procedures.
* Assists in interpreting, applying and ensuring compliance with applicable accounting guidelines, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.
* Processes accounts payables for assigned departments, schools, programs or projects; receives invoices, purchase orders, payment contracts and related documentation; reviews documentation for accuracy and completeness; verifies signatures, makes necessary calculations and ensures assignment to proper budget accounts; reconciles vendor statements; researches discrepancies or missing information; enters data into computerized financial system and balances/verifies data; generates checks and reports; maintains records; communicates with vendors regarding invoices, billing problems, or other issues.
* Processes accounts payable checks; processes checks through check signing machine; prepares checks for mailing/distribution; processes voids and stop payments; uploads warrants and voided warrants to trustee’s office.
* Calculates breakdown of telephone bills or other invoices involving charges for multiple entities; forwards allocation data to each entity for reimbursement.
* Prepares payables list for year-end journal entries.
* Reviews/audits accounts payable documentation to ensure accuracy.
* Prepares various financial reports, reporting forms or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals.
* Prepares or completes various forms, reports, correspondence, checks, petty cash records, inventory/asset records or other documents.
* Receives various forms, reports, correspondence, invoices, purchase orders, charts of account, accounting guidelines, policies, procedures, manuals, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.
* Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner; coordinates service/repair activities as needed.
* Prepares departmental files; maintains file system of departmental records.
* Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail or preparing outgoing mail.
* Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.
* Responds to complaints and questions related to accounts payable or other department issues; provides information, researches problems and initiates problem resolution.
* Perform general office duties

**Additional Knowledge & Skills**:

* Assist with various payroll or accounting activities as needed
* Provide assistance or coverage to other employees within the Finance Department
* Regular attendance
* Ability to get along with coworkers, customers, and other departments
* Ability to learn various software systems
* Excellent organizational skills
* Excellent communication skills
* Knowledge of Bedford County Chart of Accounts
* Basic math and accounting skills
* Proficient with Microsoft Office and Excel
* Other duties as assigned

**PERFORMANCE APTITUDES:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize and/or analyze data; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**Minimum Qualifications**:

* Must possess a minimum of an Associate’s Degree in Accounting, Finance, Business Management or closely related financial field;
* supplemented by a minimum of two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, accounts payable and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Tennessee driver’s license.
* Valid Tennessee Driver’s License
* Successful completion of a physical, drug screen, and background check

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

*The job description for the position of Accounts Payable Clerk I (FT) for the Bedford County Finance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.*

 Applicant Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*