**BEDFORD COUNTY, TENNESSEE**

**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ACCOUNTS PAYABLE CLERK**

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

**Position**: Accounts Payable Clerk **Status:** Non-Exempt

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform accounting/financial work associated with processing accounts payable documentation. Duties and responsibilities include processing requisitions and purchase orders, ensuring accuracy of accounts payable documentation, researching discrepancies, assigning purchase orders and invoices to proper accounts, processing invoices, generating checks, posting payables to ledger, generating reports, processing documentation, and maintaining records.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

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 requisitions for assigned departments, schools, programs or projects; receives requisitions, quotes, memos, bids and related documentation; reviews documentation for accuracy and completeness; compares requisition to budget to ensure availability of funds and assignment to proper budget account codes; verifies signatures and makes necessary calculations; researches discrepancies or missing information; enters data into computerized financial system and balances/verifies accuracy of entry; generates purchase orders and reports; maintains records; communicates with departments, schools, programs, supervisors or vendors regarding requisitions, purchase orders, invoices, billing problems, or other issues; provides support to purchasing with invoices, payment contracts, related documentation, and generating checks and reports.

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.

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.

Provides general/financial support to the department.

Prepares or completes various forms, reports, correspondence, checks, petty cash records, inventory/asset records, 1099s 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 Microsoft Office, including Word, Excel and PowerPoint, 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.

Communicates with supervisor, employees, and other departments, vendors, financial institutions, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

**ADDITIONAL FUNCTIONS**

Assists with various payroll or other accounting activities as needed.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Must possess a minimum of an Associate’s Degree in Accounting, Finance, Business Management or closely related financial field, Bachelor’s Degree is preferred; 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.

**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.

**WORK CONDITIONS/PHYSICAL DEMANDS**

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.

Employee works primarily in an office setting under generally favorable working conditions. This job may require lifting of objects 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.

Tools, equipment and materials used include, but are not limited to, computer, calculator, phone system, copier/scanner, fax machine, mail machine, shredder, and printer.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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 and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee’s Signature Supervisor’s Signature Date Date