

## **Sierra County**

**Position Title: Accounts Payable**

**Department: Administration**

**Overtime Compensation: See Sierra County Personnel Policy Ordinance 16-009**

**Holiday Pay: See Sierra County Personnel Policy Ordinance 16-009 regarding Holiday Pay**

**Probationary Period: Employee must complete 9-month probationary period with satisfactory evaluation**

**F.L.S.A: Regular full time position subject to Sierra County Personnel Policy Ordinance 16-009**

**Reports to County Manager**

### **ACCOUNTS PAYABLE JOB DESCRIPTION**

#### **General Purpose**

Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions.

#### **Main Job Tasks and Responsibilities**

- assemble, review and verify invoices and check requests
- communication and correspondence with the Finance Director
- flag and clarify any unusual or questionable invoice items or prices
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- track expenses and process expense reports
- prepare and process electronic transfers and payments
- prepare and perform check runs
- post transactions to journals, ledgers and other records
- reconcile accounts payable transactions
- prepare analysis of accounts
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files
- correspond with vendors and respond to inquiries
- produce monthly reports

- assist with month end closing
- provide supporting documentation for audits
- maintain accurate historical records
- maintain confidentiality of organizational information
- all other job duties as assigned

### **Education and Experience**

- knowledge of accounts payable
- knowledge of general accounting procedures
- knowledge of relevant accounting software
- proficient in data entry and management
- 1-3 years accounts payable or general accounting experience

### **Key Accounts Payable Skills and Competencies**

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- strong communication skills
- vendor relationship skills
- information management skills
- problem analysis and problem-solving skills
- team work
- professional integrity
- ability to meet deadlines

### **Work Environment:**

Perform essential duties 75 to 85 percent indoors under controlled temperature environment, the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tiled surfaces. Outside work will be exposed to dust, fumes, normal construction environment and normal outside weather conditions. The position will sometimes require long working hours, travel, **mental stress and tension.**

### **Equipment, tools and materials:**

In performing the essential duties, the following is a list of items needed in job performance:

Maps, copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, overhead projector, word processing software, presentation software, accounting software, and adding machine.

**Mental functions:**

Must be able to use independent judgment in various situations.

Must be able to set priorities and organize tasks.

Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

Must have great communication skills.

Must work well with other employees and vendors.

**Physical Functions:**

Must be able to sit, stand, and work intermittently throughout the work day.

Must be able to lift, carry, push and pull up to 25 lbs. occasionally.

Must be able to work with arms extended and bent on a frequent basis.

Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.

Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

Note: This job description has been designed to indicate general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibility required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and/or decrease.

Approved and hired this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by

\_\_\_\_\_

Employee

\_\_\_\_\_

Department Head

\_\_\_\_\_

Human Resource Director

