

POSITION DESCRIPTION

Title: Accounts Payable Technician
Department: Finance & Accounting
Job Analysis: January 1986, February 2011, September 2011, **February 2020**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Senior Accountant and Accounts Payable Supervisor
Subordinate Staff: None
Internal Contacts: Commission Staff
External Contacts: All County Departments and Vendors
Salary Grade: Classified/Non-Exempt (G) (**I**)

Job Summary

Arranges for payment of all purchase orders approved by the Commission. Maintains account payable claims file and purchase order file. Types miscellaneous letters, forms and reports.

Job Domains

A. Accounting and Financial

1. Receives invoices and statements, and attaches to corresponding purchase orders.
2. Verifies invoices with purchase orders to ensure proper charges.
3. Makes necessary adjustments to invoices.
4. Prepares claims to provide authorization for payment.
5. Prepares payment report for Commissioners' approval detailing department charges and items and/or services purchased, then pays bills once approved.
6. Writes check and forwards to vendors.
7. Enters claims data on data processing system.
8. Receipts and deposits county funds in proper accounts on a daily basis.

B. Filing and Records Management

1. Maintains accounts payable claim file by vendor name and date of purchase

2. Maintains unpaid purchase order files by vendor name and date.
3. Files paid invoices, with purchase order and receiving documentation attached to invoice, in permanent file by voucher number.

C. Typing and Stenographic

1. Types accounts payable reports.
2. Types checks for accounts payable.
3. Composes and types correspondence to vendors.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic accounting and bookkeeping operations.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to read and understand written instructions, manuals and correspondence.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Basic knowledge of bookkeeping and accounting procedures and principles.
7. Knowledge of general office procedures.
8. Ability to work independently with little supervision.
9. Knowledge of departmental policies and procedures and ability to apply them to work problems.

Minimum Qualifications

1. High school diploma or G.E.D.
2. Two (2) years accounting experience.
3. Accounts Payable and Accounts Receivable experience desired.
4. Experience with computerized accounting systems desired.

Other Characteristics

1. Possess valid Alabama driver's license.
2. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
3. Willing to travel out of County as needed.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.