

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

ACCOUNTS PAYABLE CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform data entry associated with processing information/documentation and pay vendors.

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.

- Collect, review, code and process invoices from various County departments via Data Entry as appropriate and ensuring correct approval, coding and matching.
- Print checks for multiple accounts and departments.
- Issue and review purchase orders, enter data timely and appropriately.
- Maintain files of appropriate documentation in an orderly fashion according to Financial Department guidelines.
- Assist finance department with obtaining quotes as directed.
- Assist finance with bank reconciliations.
- Assist Receptionist/Administrative Assistant with answering phones, greeting citizens and other staff members, serve as backup during lunch break or absence.
- Maintain confidentiality at all times.
- As assigned by the department director, may assist with other tasks in the financial department,
- And, as assigned, other duties deemed necessary for the efficient operation of the Finance Department.
- Coordinate with vendors regarding invoicing and payment inquires and discrepancies.
- Posting financial transactions using appropriate computer software.
- Receiving and recording cash and checks from various departments.
- Maintain and submit EVerify reports.
- Process 1099's.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

SKILLS

- Able to use miscellaneous office equipment and calculator.
- Ability to maintain good public relations in a helpful, courteous and professional manner.
- Able to manage multi-tasks and projects with frequent unscheduled interruptions.
- Good communication skills both verbal and written.
- Able to exhibit good judgment and discretion while processing confidential and/or sensitive information.
- Able to maintain files and records appropriately.
- Able to work effectively in a teamwork environment.
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MINIMUM QUALIFICATIONS

High school diploma or GED, two (2) or more years of college or technical training supplemented by two (2) year previous experience and/or training involving bookkeeping, accounts payable processing, general office work, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May require possession and maintenance of valid Georgia Notary Public certification.

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; and the ability to interpret graphs.

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 a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Banks County, Georgia, 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.

Number of Employees this job supervises: None

Supervisor: Chief Financial Officer

Hours of job: Normal hours: Monday – Friday 8:00 a.m. – 5:00 p.m. One-hour lunch.