



**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**

Position Title:	Accounts Payable Specialist
Department:	Finance Department
Reports To:	Finance Director/Treasurer
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 80 hours Biweekly
Pay Grade:	4

SUMMARY:

The Accounts Payable Specialist is responsible for receiving and reviewing all vendor invoices, ensuring invoices are paid timely and accurately and maintaining all accounts payable records according to established procedures and applicable rules.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Reviews all check requests, invoices, receiving documents, etc. for appropriate documentation, adherence to applicable laws, regulations and Administrative Codes and ensures appropriate levels of approval prior to processing;
- Follows up with department heads when documentation or approvals are missing, sales tax is included on invoices, etc.;
- Audits freight bills against freight manifests;
- Responds to all vendor inquiries and escalates issues to Business Analyst or Finance Director if needed;
- Reconciles vendor statements to invoices/receipts submitted and researches and corrects discrepancies;
- Assists managers and directors with questions related to basic purchasing procedures, preparing check requests, coding purchases, general ledger balances and budget information;
- Prepares and distributes all accounts payable checks;
- Prepares and distributes transaction reports for the department heads for review in advance of Fiscal Court meetings and makes corrections/changes as needed;
- Maintains (electronically and paper form) all accounts payable files, reports, spreadsheets and related documents and follows appropriate record retention policies;
- Prepares analysis of accounts when required;
- Receives incoming mail for the Finance Department;
- Scans and distributes mail as needed and scans all checks and remittance documents prior to processing by Accountant;
- Serves as the backup for the receptionist;
- Assists in monthly closings, accounts receivable and special projects as necessary; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of accounting, budgeting, and office practices and procedures;
- Attention to detail;
- Analytical ability and accuracy in financial data preparation;
- Ability to interact tactfully and courteously with internal customers and to establish and maintain effective working relationships with managers and peers;
- Ability to make decisions, to work effectively on a daily basis with limited supervision and to organize work tasks independently to meet strict deadlines;

- Willingness and ability to maintain strict confidentiality;
- Ability to collect, interpret, and draw valid conclusions from institutional data;
- Excellent communication and interpersonal skills (i.e. ability to refer sensitive inquiries or issues complaints to Finance Director and to present information to employees and department heads of the organization);
- Intermediate computer skills including database and financial system experience;
- Ability to design and use documents using Microsoft Office applications with proficiency;
- Ability to maintain accurate records and pay close attention to detail;
- Ability to prepare reports, recommendations, informational summaries, memorandums, letters or other required documents;
- Ability to interpret a variety of instructions, correspondence, and reports; and
- Ability to add, subtract, multiply, divide and to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and to apply concepts of basic algebra.

EDUCATION AND EXPERIENCE:

A High School Diploma or equivalent plus at least three years of accounting, bookkeeping or related experience and/or equivalent combinations of education and experience. An associate degree or higher in accounting or equivalent from an accredited college or technical school is strongly preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date