

FAIRFIELD COUNTY, SOUTH CAROLINA

**JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
FINANCE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs various accounting functions for the department. Performs accounts payable and receivable duties. Reports to the Comptroller.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs a variety of accounting duties relating to the accounts payable and receivable functions of the department.

Receives and processes various accounts payable documents; monitors purchase order status; reviews and reconciles invoices to purchase orders; clarifies and adjusts discrepancies associated with vendor invoices; processes invoices for payment; prepares printed accounts payable checks; reconciles payment statements; monitors the accounts payable registers; maintains vendor files.

Performs review and verification of various calculations made; verifies accuracy of bills and invoices submitted for payment.

Coordinates and performs various accounts receivable duties; reviews and verifies gasoline usage, and copier usage; verifies account numbers, vendor numbers and purchase orders numbers on payables; enters related data into computer; prints and mails related statements; receives, posts and codes payments; monitors accounts for payment within terms.

Performs related accounting duties as directed; records journal entries; assists in budget preparation; prints various reports and documents; prepares and issues tax documents.

Provides assistance to the department with various clerical and administrative needs as required.

Interacts and communicates with various groups and individuals such as co-workers, immediate supervisor, other departmental personnel and supervisory staff, County department heads, vendors, and the general public.

Operates and utilizes various office related machinery and equipment to include a computer, printer, typewriter, multi-line phone system, fax machine, modem, and calculator.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associates Degree with course work in business administration, accounting or bookkeeping with a minimum of one year experience performing general accounting or bookkeeping duties; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate basic office equipment including typewriter, computer, copier, calculator, and fax machine. Must be physically able to exert up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, and/or stooping for brief periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, and other materials; must be able to type and/or prepare various documents and reports using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisors, customers, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as accounting or bookkeeping to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing equipment.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Understands the role of the Accounts Payable Specialist in attaining the goals of the department. Is capable of providing professional assistance with various accounting functions. Understands the accounts payable function and is able to ensure timely and accurate payment of vendors. Has the ability to ensure proper payments are made to vendors. Understands the accounts receivable function of the department. Is able to ensure accurate billing is generated to receive funds in a timely manner. Understands the importance of accuracy in performing all accounting duties. Is able to utilize tact and discretion in dealing with budgetary and payroll information. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the computer, legal and other terminology used within the department. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Has excellent secretarial skills; has skill in the use of computers. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is able to read and interpret policy and procedure manuals and other materials pertaining to the responsibilities of the job. Is able to complete assignments with accuracy and professionalism despite frequent interruptions and the stress of deadlines. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance and training to fellow employees as necessary. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and account abilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule