



Finance

Accounts Payable Specialist

FIN/13-192

JOB SUMMARY

This position is responsible for performing the daily accounts payable and other financial transactions of the department.

MAJOR DUTIES

1. Processes invoices; reviews vendor statements; matches purchase orders with invoices; prints checks and prepares for mailing; ensures that Checks are mailed timely in order to meet invoice due dates.
2. Maintains vendor files, W-9s and purges old vendor files in a timely manner.
3. Maintains bank files to prevent fraud; sends Accounts Payable files to bank for verification.
4. Reviews and maintains outstanding check register; prepare files to submit stale-dated checks to the State of Georgia.
5. Contacts vendors to verify information; ensures that remittance addresses are correct and updates as necessary with supporting documentation.
6. Reconciles cash disbursement report to positive pay bank file and GL postings.
7. Tracks records pertaining to Gov Deals transactions through Purchasing; reconciles the payable account for Gov Deals and State Taxes collections.
8. Prepares 1099 tax forms for vendors and submits reports to the IRS.
9. Assists Accounting Technicians as needed.
10. Updates Finance statistics monthly for performance measures as related to AP.
11. Reviews reports and activity related to job tasks and updates Accounting Manager regarding missing items or known issues.
12. Greets the General Public conducting business with Finance.
13. Processes County travel requests and expense reimbursements for payment.
14. Assists in answering the Finance main phone line.
15. Tracks and updates Finance procedures related to AP.
16. Prepares regular and special financial reports as well as any audit schedules related to job duties.
17. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of governmental accounting practices.
2. Knowledge of governmental budget development procedures.
3. Knowledge of computers and job-related software programs, including Microsoft Office Suite, specifically Excel.
4. Knowledge and understanding of the functions of the Finance Department as they relate to County processes.
5. Skill to analyze issues and problems related to computer programs and work with vendor to resolve issues.
6. Skill in public and interpersonal relations.
7. Skill in researching and preparing reports.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Accounting Manager assigns work in terms of general instructions. The manager spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county personnel policies, the County Ordinances, Generally Accepted Accounting Principles,

Accounts Payable Specialist, Finance Accounting and Auditing Standards, Government Finance Officers Association recommendations, and Federal and State Laws and Regulations. These guidelines require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related accounting duties. Work includes the ability to review transactions and General Ledger items and to determine discrepancies. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform the daily accounts payable and other financial transactions of the department including the preparation of required monthly reports. Success in this position contributes to the efficiency of department operations and well as to the year-end audit reporting process.

CONTACTS

- Contacts are typically with co-workers, outside auditors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard, or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.