

Class Title: Clerk  
Class:  
Department Title: Accounting Clerk  
Department: Board of Commissioners

#### GENERAL STATEMENT OF DUTIES

Employee in this position compiles, processes and maintains accounts payable records. This employee is under the direct supervision of the ~~County Administrator~~ *Finance Manager*.

#### DISTINGUISHING FEATURES OF THE POSITION

The distinguishing features and some specific examples of the duties of this position include:

- Coding invoices
- Prepare and process checks
- Update and maintain the vendor database
- Able to process 50-100 invoices per week
- Reconciles vendor statements
- Ability to process and follow-up on rush items
- Maintains accounts payable files
- Acts as receptionist to the Commissioner's Office
- Ability to assist the public in any way possible
- Performs other duties as required or assigned

*Filing*

#### GENERAL QUALIFICATIONS

Excellent oral and written communication skills; excellent organizational skills; good knowledge of department activities; hands-on accounts payable experience; ability to prioritize and multi-task; have an eye for detail; ability to establish and maintain an effective working relationship with other employees and the public

#### SPECIFIC MINIMUM TRAINING AND EXPERIENCE

Must be a high school graduate or equivalent with 3-5 years experience in general office work; must be proficient in Microsoft Word and Excel; MUST have Accounts Payable Software experience