

Washington County
AP Administrator Assistant – Comptroller’s Office
Job Description

Exempt: No
Department: Comptroller
Reports To: Comptroller
Location: County Courthouse
Date Prepared: August 2013

GENERAL DESCRIPTION OF POSITION:

Under the direction of the Comptroller and the Accounts Payable Administrator, the incumbent is responsible for performing accounts payable functions ensuring county expenses are paid in a timely manner. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent is responsible for payment of all outstanding invoices, contract and inner fund transfers involving 25 funds and 89 departmental budgets with a total budget over 60,000,000. The incumbent must ensure that all invoices are properly coded, documented, approved for payment by an elected official, and that the necessary funds are available as needed. The incumbent must present all payments to the County Judge and/or Chief of Staff for approval before any payments are made as needed. The incumbent must work closely with the Treasurer and County Clerk for all Accounts Payable transactions. The incumbent must also assist the Comptroller, Assistant Comptroller, Payroll Administrator, as well as, work directly with the AP Administrator within the Comptroller’s Department when needed. The incumbent must ensure that each situation is handled according to County Policies and State and Federal Laws and in a manner that maintains optimum efficiency in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist Accounts Payable Administrator with all invoices for accuracy, check for corresponding purchase orders, receipt of product/service, compliance of the expenditure, and General Ledger Coding for accountability and scan then attach all corresponding documentation.
2. Input the information from the invoice and purchase order into the computer, checking for accuracy to prevent errors or potential loss of goodwill by the public, vendors, or others. Perform check calculation routine and submit reports as required.
3. Ensure prompt payment of monthly recurring expenditures.
4. Print and maintain all corresponding reports related to accounts payable.
5. Consult with vendors and elected officials/department heads regarding invoices presented for payment.
6. Correspond with elected officials/department heads regarding budget over-runs, account problems or status on payments.
7. Process travel reimbursements according to all laws and policies.
8. Review County policies concerning accounts payable and payroll and make sure that the departments are within compliance.
9. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public and other agencies.

10. Check all invoices for proper sales tax expenditures.
11. Scan all invoices and receipts including any paid by Purchasing Card.
12. Review the Payroll Administrator's job description and assist with payroll when needed.
13. Confirm bid items for accuracy in billing.
14. Assist others in the Comptroller's Department when needed as well as Purchasing, HR, Grants Administrator and County Judge's Office in the day to day operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /o ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

This position requires a minimum of high school diploma or general education degree (GED); two years previous experience in accounting/accounts payable and bookkeeping. Also, successful completion of accounting courses is necessary to perform this position's functions, preferable government accounting.

OTHER SKILLS and ABILITIES:

The incumbent should possess knowledge of accounting principles, good verbal and written communications skills, computer skills, and good ten key and typing as well as good math skills; must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit, use hands to finger, handle or feel objects/controls, and to talk or hear. The incumbent must occasionally reach with hand and arms and climb or balance. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.