

WASHINGTON COUNTY
Job Description

JOB TITLE: Accounts Payable/Purchasing Clerk

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

REVISION DATE: October 2012

SUPERVISOR: Executive Assistant Admin Sheriff

SUMMARY:

Assist in responsibilities of Sheriff's Office Accounts Payable and Purchasing for all departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist in being accountable for the multi-million dollar budget of the Sheriff's Enforcement, Detention Center, Communications Department, Community Service, State and Federal Drug Fund, Boat Safety accounts. This duty is performed daily.
2. Report to Elected Official and Department Heads with regard to any budget over-runs, account problems, and status on payments. This duty is performed irregularly.
3. Ensure that all invoices and statements are properly approved and coded, and signed, making copies of all for our files before submitting to the Comptroller in a timely manner. Keep current and previous year invoices on file in our office for future needs. This duty is performed daily.
4. Request and maintain all Purchase Orders as required in a manner compliant with all Purchasing Policies. Ensure pre-request form has been completed on orders before purchases are made. Obtain approval on form by Sheriff, Chief Deputy or Majors. This duty is performed daily.
5. Keep record of all Standing Purchase Orders received from Purchase Coordinator. This duty is performed monthly.
6. Assist in conducting liaison activities in a professional manner to ensure maximum cooperation between and among the County, the Public, and other agencies. Make sure all invoices, charges, orders are correct and in hand before submitting to Comptroller's Office. This duty is performed daily.
7. Responsible for ordering office supplies, printed materials, forms, letterhead, equipment, furniture, etc. Order all business cards for Administration, Enforcement, and Detention Employees that need them. Distribute all incoming orders of supplies and other items for all departments. This duty is performed daily.
8. Submit per-diem reimbursement vouchers to Comptroller's Office and dispense checks as they are returned to us. This duty is performed daily.

9. Activate and oversee all Sheriff's Office credit cards for personnel, the transport units and aircraft. These are used for travel expenses, and numerous miscellaneous needs and include Walmart, Sam's, County, Finish Line , Lowe's and Office Depot.
10. Enter VISA Purchasing Card (P-card) invoices and receipts into the Sungard system requiring over twenty two steps for each receipt to complete the entry. This is done on a daily basis for twelve personnel.
11. Preparing and reconciling all VISA Purchasing Cards statements for approximately forty-plus employee P-card holders. When statements come in they are distributed with a due date back to the office. Collect all statements with invoices and receipts that have been properly entered in to the County Sungard system along with a copy of their Required Date log sheet, checking for accuracy, which is very important. This includes on average of \$10,000 to \$20,000 or more of charges made on the P-card from all employees for any given month. Submit these to the Comptroller by their due date to avoid late charges after making copies of all, for department files. If there are problems or errors in these statements, they are returned for correction which usually requires making personal contact with individuals to correct the mistake or problem. This duty is very time consuming and performed monthly.
12. Assist in directing and coordinating purchasing and invoicing procedures with all departments and administration and act as Sheriff's Office representative on these matters in the absence of the Executive Administrative Assistant/Accounts Payable Supervisor. This duty is performed daily.
13. Assist other office employees in Civil Process and Warrants with entering summons, subpoenas, judgments, etc. as well as at the front desk phone and window to help with the general public needs. This duty is performed daily.
14. Receive reports from employees of any inoperable or broken equipment such as computers, faxes, copiers, phone system, air-conditioners, lights or any other maintenance problems. Report directly to Maintenance for repairs. This duty is performed irregularly.
15. Work with staff on special projects, re: Child I.D. cards for Schools, Pre-Schools, Day-Cares, Washington County Fair Booth. This duty is performed irregularly.
16. Responsible for accounting entry and proper forms usage for the statewide High Intensity Drug Trafficking Area (HIDTA) project that involves four counties and fourteen separate law enforcement entities. Ability to understand and comply with Federal rules concerning HIDTA project. This duty is performed weekly.
17. Responsible for preparing and submitting quarterly HIDTA report to the Grants Administrator.

18. Liaison between vendors and Sheriff's Office, solve problems with orders, invoices and payments, having to call repeatedly in order to get receipt of invoices, corrected invoices, and credit memos.
19. Responsible for ordering office supplies and maintaining a Central Supply that is available to all employees, maintain adequate supply of toners, etc, and other supplies for operation of department.
20. Assist in conducting liaison activities in a professional manner to ensure maximum cooperation between and among the County, the Public, and other agencies.
21. All other duties required or assigned.

SUPERVISION:

N/A

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade, extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS AND EQUIPMENT: N/A

COMMUNICATION SKILLS:

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS:

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED:

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING:

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND:

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY/PROBLEM SOLVING:

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY:

Probable errors of internal and external scope would give a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT:

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT:

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Not indicated.

PREFERED CERTIFICATES, LICENSES, REGISTRATIONS:

Not indicated.

SOFTWARE SKILLS REQUIRED:

Mastery: Word Processing/Typing

Intermediate: Alphanumeric Data Entry

Basic: 10-Key, Accounting, Contact Management, Spreadsheet

ADDITIONAL INFORMATION:

Not indicated.

OTHER SKILLS and ABILITIES:

The incumbent must have knowledge of principles and practices of Urban and Regional Planning. Must have the ability to interpret and analyze technical and statistical information. Machine skills include computer, calculator, FAX machine, copy machine, and typewriter. The incumbent must possess excellent interpersonal skills when dealing with the public, either in person, telephone, or in writing. Must be proficient in the use of Microsoft office suite, Microsoft Access, ARC View GIS products and Corel Word Perfect software.

PHYSICAL DEMANDS:

The following physical activities 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 and expectations. While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to walk, sit, use hands to finger, handle, or feel reach with hands and arms; frequently required to stand, stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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.