



CERTIFIED
NOVEMBER 6 2017
By Webb County
Civil Service Commission

Accounts Payable Specialist

Business Office

BO/6

Pay Grade: 16

JOB SUMMARY

This position is responsible for completing accounts payable functions for the Business Office.

MAJOR DUTIES

- Carefully reviews all invoices and general requests for payment for mathematical accuracy and makes any corrections with approval from departments.
- Accurately inputs all invoice information into accounting system for all county departments.
- Ensures appropriate supporting documentation has been provided by vendor and by department.
- Verifies vendor information and confirms that purchase orders or general requests for payment have been approved by authorized department head or elected official.
- Receives, researches and resolves a variety of invoice discrepancies in direct communication with various vendors.
- Provides technical assistance to all departments in regards to properly submitting invoices and general requests for payment.
- Works closely with departments to resolve issues and escalates to supervisor as deemed necessary.
- Corresponds with vendors and responds to inquiries in a timely manner and with high quality customer service.
- Reviews all work for completeness and accuracy.
- Prepares invoice batch packets with all supporting documentation for auditors.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounts payable processes and procedures.
- Knowledge of relevant local, state, and federal laws.

- Knowledge of customer service principles.
- Knowledge of computer and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish, preferred.

SUPERVISORY CONTROLS

The Accounts Payable Supervisor assigns and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include generally accepted governmental accounting principles, county accounts payable policies and procedures, and related federal, state, and local laws and regulations. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of accounts payable duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to participate in the processing of accounts payable in support of county government operations. Success in this position contributes to the accuracy and efficiency of county financial transactions.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, auditors, purchasers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to influence persons, or to justify, defend or negotiate matters.

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

This position does not hold supervisory responsibility.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field or a minimum of three years of related experience.
- Must have a high school diploma or GED from an accredited institution.

