

BANNOCK COUNTY
CLASS SPECIFICATION

ACCOUNTS PAYABLE TECHNICIAN/DEPUTY AUDITOR

Department: Clerk/Auditor
FLSA Designation: Non-Exempt

Pay Grade: 7
Effective Date: 10/04, 08/09

Purpose of Class

Processes invoices and prepares monthly payments; performs related work as required.

Primary Function

The principal function of an employee in this class is to process invoices and bills and prepare monthly payments, perform general clerical and accounting support duties and records maintenance, and provide customer service. An Accounts Payable Technician must possess accounting, clerical, and customer service skills; he/she has acquired knowledge of accounting functions through education and on-the-job experience and is a department-related specialist with a good working knowledge of department policies and procedures. The work is performed under the supervision of the Comptroller/Senior Deputy Auditor, although some latitude is granted for independent judgment using standard accounting practices to resolve problems or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Processes claims generated by County departments and prepares weekly payments;
- Reviews claims for accuracy of coding, compliance to policy and IRS regulations; verifies billing information with vendors as needed;
- Processes, reconciles, and maintains computerized account balances and related information;
- Researches and responds to problems and discrepancies from internal and external customers; explains department procedures/policies/programs to customers and resolves customer concerns;
- Identifies independent contractor claims and other claims requiring reporting to the IRS; obtains and maintains W-9s, workers comp and/or liability insurance certificates where required;
- Compiles payment information, prepares and submits 1099s and required reports annually to vendors and the IRS;
- Administers County purchasing card program; maintains cards, logs, and usage agreements; reconciles statements, processes payments, and resolves discrepancies;
- Prorates and distributes monthly telephone and internet charges to departments; annually reviews for accuracy details of charges/connections and services with vendor and County IS department;

- Develops, prepares, distributes, and maintains a variety of documents, files, correspondence, spreadsheets, applications, and related records;
- Answers incoming phone calls, answers questions and inquiries, provides specific information about accounts, and provides referrals to other departments or staff as needed;
- Provides general clerical and accounting assistance;
- Provides data entry services, faxing, typing, and filing in support of department functions;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Complex accounting, budgeting, bookkeeping, and cash handling record keeping practices and procedures;
- Advanced mathematical computation, problem solving, and research methods and techniques.

Ability to:

- Learn department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Learn and explain regulatory compliance issues related to the assigned department's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research information and data and prepare reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Respond courteously to customer and vendor inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Adapt to change;
- Follow written and oral instructions;

- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected officials, vendors, and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency with additional college, in service or professional workshop coursework in accounting, bookkeeping or related field is required; bachelor's degree in related field is preferred; and
- Three (3) to five (5) years accounting, or bookkeeping experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance to sit at a keyboard for extended periods of time, with or without reasonable accommodation, which permits the employee to work in an office environment.