
ACCOUNTS PAYABLE TECHNICIAN

Rev7-13

Department: County Clerk's Office
Reports To: County Clerk

Position Summary

Under the supervision of the County Clerk, the Accounts Payable Technician is a non-exempt position under the FLSA that performs financial and administrative duties in assisting with the operation of the County Clerk's Office. The primary duties of this position are to maintain current reports and records of the county. Work in this position involves continual contact with the County Clerk and the general public. Work is performed under the general direction of the County Clerk, but the employee has considerable latitude for independent judgment and initiative within established policies and procedures.

Essential Functions

- * Maintain general ledger accounts
- * Monitor account balances for compliance with budget/cash basis law
- * Receive invoices from departments, check for compliance with purchasing policy
- * Enter purchase documents/print vouchers for department head and Commission approval
- * Print accounts payable checks
- * Print all applicable payday and budget reports
- * Post and balance daily expenditures, income and tax distributions
- * Maintain secondary check registers for treasurer's checking accounts
- * Compile, generate and distribute 1099 forms and all related annual reports
- * Prepare and distribute budget reports working directly with department heads
- * Serve as bookkeeper for Improvement District #2 including preparing payroll records, quarterly reports, year-end reports, 941 forms, 1099 forms, unemployment reports and W-2's
- * Assist in annual budget preparation for Marion County
- * Prepare and maintain reports on taxes, levies, bonded indebtedness and valuation
- * Assist in budget preparation for townships, cemeteries and special districts
- * Deposit County Clerk's receipts and vending machine proceeds to Treasury
- * Balance all accounts with Treasury on a monthly basis
- * Prepare quarterly reports and publish when due
- * Prepare tax exemption certificates, W-9's, purchase orders, charge authorizations, charge applications, project exemption certificates and other documents as needed
- * Maintain vendor files including vendor W-9's
- * Prepare tax forms relating to lease-purchase agreements
- * Track budget expenditures and cash balances for all accounts
- * Perform transfers between funds as scheduled
- * Track and pay all lease-purchase payments and other budgeted payments when due
- * Research and solve accounts payable issues

Marginal Functions

- * Assist customers in the office
- * Issue fish and game licenses
- * Assist citizens with voter registration and advance voting
- * Assist with election night tabulation

**Accounts Payable Technician
County Clerk's Office**

Marginal Functions, continued

- * Issue and file moving permits
- * Assist with genealogy requests
- * Assist with general information requests
- * Order and maintain records of military markers
- * Other duties as assigned

Minimum Position Requirements

Experience: More than three years of accounting experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Technical degree or some college credit required, preferably in accounting, or equivalent combination of experience and training.

Skills: Knowledge of computer operations. Thorough knowledge of report preparation, accounting principles and practices and office procedures. Mathematical ability to balance funds and cash. Legible handwriting for preparing reports and writing numbers. The ability to receive, interpret and follow instructions. Excellent interpersonal and communication skills required. The ability to operate a typewriter, calculator, computer and other related office equipment. The ability to put a voter in the system and maintain registration books.

Problem Solving: Problem solving skills exist in relation to the daily performance of department functions. Problems involve handling citizen concerns and complaints and finding errors when balancing ledgers.

Decision-Making: Decision making exists in this position. Decisions include maintaining accurate records, relaying accurate information to the general public, and setting priorities on work assignments.

Accountability: Employee has high level of accountability. Employee is involved in County Budget preparation as well as complying with budget/cash basis law. Employee is directly involved with preparation of County financial statements.

Supervision: Occasional supervision on assigned duties. Job related decisions are occasionally reviewed by the County Clerk. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with other county departments, the general public, and vendors.

Working conditions: No adverse working conditions exist in this position.

Physical Requirements: Work is sedentary in nature and is performed at a desk or counter the majority of the time. The ability to express or exchange ideas by means of communication. Conveying detailed or important instructions to other workers and the general public. Picking, punching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling. Ability to lift large/heavy books and climb a ladder. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.