



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Accounts Payable Coordinator    **NEW:** X    **REVISED:**         
(Please check one)

**REPORTS TO:** Auditor    **FLSA:** Non-Exempt    **DATE:** 01/16

**DEPARTMENT:** Auditor    **JOB CODE:** 604

**SUMMARY:**

Under general supervision, the Senior Account Specialist coordinates and manages the County’s decentralized accounts payable process for all departments. The position requires a highly responsible individual, an expert attention to detail with consistent accuracy, and strong written and verbal communication skills. Position prepares, maintains and organizes data for significant accounting processes.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Approves, processes, and audits accounts payable and purchase order transactions; ensures accurate and timely payment to vendors; communicates and coordinates with vendors and appropriate County personnel to clear and reconcile various departmental accounts; researches vendor payment history to resolve errors, payment conflicts or to provide analysis; ensures that transaction coding is consistent with approved budget; creates journal entries to resolve errors for accounts payable; reconciles daily accounts payable reports.

Assigns account payable tasks to Account Specialist when necessary in order to manage volume and deadlines; reviews Account Specialist’s work for completeness and accuracy, providing training, instruction, and correction as needed Assists Account Specialist with creating new vendor profiles and maintaining vendor files; communicate when updated information should be solicited; assist and back-up Account Specialist in requesting/reviewing vendor W-9 forms; review changes to IRS 1099 reporting requirements to ensure County compliance; assists Account Specialist with annual 1099 filing and reports to ensure the process is completed timely and accurately.

Provides user support for staff in other County offices pertaining to accounts payable activities; provides internal customer service for general information relating to accounting

system and ledger inquiries; trains employees on County's payment requisition software and provides on-going support as needed; updates and maintains training manuals pertaining to accounts payable processing and payment requisition training.

Assists and implements procedures related to development, testing, and implementation of programming projects related to Accounts Payable activities; designs and implements new accounting forms as needed.

Logs and routes County contracts and change orders through Auditor's office procuring relevant back-up documentation as necessary when purchase orders are included.

Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of Boone County financial policies and procedures
2. Advanced knowledge of Boone County budget, accounting and related systems
3. Advanced skills in the use of a personal computer and spreadsheet software
4. Ability to establish and maintain cooperative working relationships with other employees, elected officials, and vendors
5. Advanced knowledge of applicable IRS regulations
6. Expertly skilled in applying accounting policies and procedures accurately
7. Expertly skilled in accurate recording of data in manual and computerized accounting systems

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and four years of relevant accounting experience; experience with personal computer word processing and spreadsheet software; experience with enterprise financial accounting software.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)