

JOB OPPORTUNITY #2331

Position: **Accounts Payable Assistant**
Department: Water Resources
Grade: 7
Compensation: \$15.76/hr. with Full Benefits Package

Definition: Under general direction of Business Manager, performs a full range of accounting and purchasing support responsibilities of department as related to accounts payable; Maintains fixed asset inventories; Performs related duties as assigned.

Typical Examples of Duties & Percentage of Time:

- 35-40% Ensures A/P data integrity and timely processing; Prepares, reviews, and processes a variety of accounting transactions and makes computations for posting and maintenance of records; Prepares, reviews, codes, and processes orders, purchase orders, contracts, requisitions, invoices, receipts, vouchers and other accounting documents; Provides guidance regarding purchasing and financial standard practices to department personnel, vendors and customers; Tracks various accounts and assists vendors, county officials, and the general public with the handling of these accounts; Responds to inquiries in person, on the telephone, or through correspondence according to established procedures.
- 25-35% Processes accounts payables; Ensures purchase orders, receiving and invoices are matched; Provides reports as required by finance management team; Gathers and collates records as requested to compile information; Compare, index and file orders, purchase orders, invoices, vouchers, warrants and other records; Performs basic auditing/examining duties, such as verifying balances, sorting and coding information.
- 15-25% Data entry in financial system; Responsible for vendor maintenance on finance system to ensure compliance to data standards; Assists with the research, testing and implementation of updates to software.
- 10-15% Maintains fixed asset inventories to include buildings, machinery and equipment, and construction in progress; Tracks inventory; Assists other accounting staff as directed to assure timely and efficient operation of the department including but not limited to H/R payroll and A/R functions.

0-10% Analyze, prepare and reconcile expense reports; Performs various position-related clerical duties; Responsible for managing year-end A/P process; Performs related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of (1) office practice and procedures, (2) modern computer software systems, (3) mathematical principles, (4) accounting and bookkeeping principles and procedures, (5) relevant fiscal/financial reports, (6) data analysis and statistics.

Skills in (7) operating office machines, (8) the use of modern computer software programs and equipment.

Ability to (9) perform intermediate-level mathematical and accounting operations, (10) sort items into categories according to established methods, (11) investigate problems/discrepancies among data, (12) perform a wide variety of interrelated procedural assignments, (13) work with others in the analysis of data for reports, (14) maintain accurate records, (15) perform auditing/examining duties.

Suggested Training and Experience Requirements:

Associates degree in accounting or a related field with 18 months of public accounting and proficiency in Microsoft Word and Excel; Or any combination of education, training and experience that provides the requisite knowledge, skills and abilities of the job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May drive personal vehicle for county business.

Require vision (which may be corrected) to read small print.

Is subject to inside environmental conditions.

Requires light physical effort in sedentary to light work, involving some lifting, carrying, pushing or pulling of light objects and materials.

Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Submit an *Application for Employment* and resume to **the Geauga County Commissioners, Attn: HR Administrator #2331, 470 Center Street Bldg. #4, Chardon OH 44024.** Please refer to details and application at www.co.geauga.oh.us.