

# WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING  
UNIT

STEP AND GRADE:

DATE LAST PRINTED:

**JOB TITLE: ACCOUNTS PAYABLE COORDINATOR**

## Summary of Responsibilities

Under general direction of the Finance Director, performs technical accounting work in maintaining a complex and complete set of documents involving verification, vouchering, invoices, and internal control processes.

## Illustrative Examples of Work

1. Reviews and verifies invoice and check requests as submitted by departments including Forest Preserve.
2. Uploads and posts accounts payable transactions in Munis accounting system.
3. Processes transactions using the County's SUA program with current credit card vendor.
4. Processes payment of invoices after verification of proper approvals in both electronic and check formats.
5. Assist with implementation and maintenance of the County's electronic data storage system as it relates to invoices and accounts payable.
6. Processes annual 1099s and related governmental filings.
7. Reconciles accounts payable ledger to the general ledger.
8. Research and resolve invoice discrepancies and issues.
9. Correspond with vendors and respond to inquiries.
10. Performs all duties in accordance with County policies and procedures.
11. Provide supporting documentation for audits.
12. Creates and prepares training documents for departmental users as related to accounts payable functions.
13. Performs other duties as required or assigned.
14. Serves as backup for payroll processing.

## Education & Experience

- Requires knowledge, skill and mental ability equivalent to three years related work experience of a clerical bookkeeping nature. Associate's degree in Accounting preferred.
- Requires working knowledge of County accounting techniques, practices and principles.

## **Abilities**

- Requires ability to integrate support functions with total department activities and work with supervisory personnel for effective departmental operation.
- Requires the ability to maintain confidentiality.
- Requires ability to work independently, apply established Accounting techniques
- Requires the ability to recognize and analyze problem areas and recommend strategy for improvement.
- Requires the ability to prepare complete and accurate/detailed records and reports.
- Requires ability to communicate effectively, both orally and in writing, establish and maintain satisfactory working relationships with department heads, staff and the general public.