

WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING

**STEP AND GRADE:
6N**

**DATE LAST PRINTED:
October 12, 2018**

JOB TITLE: ACCOUNTS PAYABLE CLERK-FINANCE 635N

Summary of Responsibilities

Under general direction of the Finance Director, performs technical accounting work maintaining a complex and complete set of documents involving invoice processing and inventory management while maintaining proper internal control processes as set forth by the Accounts Payable Coordinator.

Illustrative Examples of Work

1. Receives and records into Munis invoices for all departments that report to the County Administrator as assigned by the Accounts Payable Coordinator.
2. Scans invoices and support documentation into Munis appropriately in order to maintain a paperless document storage system.
3. Sorts and distributes Finance department mail. Opens and reviews all accounts payable mail and distributes appropriately.
4. Identifies County assets that should be tagged and entered into the County's fixed assets system. Gathers documents related to the asset and attaches them to the asset record in the fixed assets system.
5. Provides accounts payable backup for the Accounts Payable Coordinator functions.
6. Provides backup to the purchasing department for County mail services.
7. Performs all duties in accordance with County policies and procedures.
8. Performs other duties as required or assigned.
9. Regular attendance is required, overtime as needed/scheduled.

Education & Experience

- Requires three years related work experience of a clerical bookkeeping nature.
- Requires working knowledge of accounting techniques, office methods and practices, principles and functions of standard office accounting machines and technologies.

Abilities

- Requires ability to work independently, apply established Accounting techniques
- Requires excellent verbal and written communication skills.
- Requires the ability to prepare complete and accurate/detailed records and reports.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- Requires ability to move up to 50 pounds.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.