

**ACCOUNT PAYABLE SPECIALIST III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To lead and perform a variety of complex and difficult clerical accounting duties including performing the full range of accounts payable activities; to generate a variety of reports; and to perform a variety of clerical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the accounts payable function. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Lead, plan, train, and review the work of staff responsible for performing accounts payable activities for the County.
2. Plan, direct, and participate in the full range of accounts payable activities including ensuring the accountability and claim payments for the County.
3. Train assigned employees in their areas of work in clerical accounting methods, techniques, and in the set up and use of equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
5. Receive, sort, classify and process a variety of invoices and billings; post all expenditures and revenues to specific accounts; receive, sort and classify purchase orders, requisitions, and

contracts.

**Essential Functions:**

6. Verify services rendered with purchasing, County staff and vendors; encode documents appropriately to the general ledger; verify fund availability.
7. Perform accounting transactions on a computer accounting system; initiate final payment processing.
8. Finalize the accounts payable process; print warrants for pay for disbursement; distribute for authorized signatures.
9. Prepare payroll deduction warrants during payroll processing; maintain accurate employee payroll reports and records.
10. Run a variety of computer generated reports; perform research in the preparation of reports; audit for accuracy.
11. Assist departments, employees, and vendors by providing fiscal information, explaining accounts payable procedures, and answering questions.
12. Perform a variety of general clerical duties including typing, records maintenance, and other related duties; assist with answering the telephone and taking messages for department staff.

**Marginal Functions:**

1. Work on a variety of special projects as assigned.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a clerical accounting program.  
Principles of lead supervision and training.  
Clerical accounting principles and procedures.  
Principles and techniques of the accounts payable function.  
Principles and procedures of financial record keeping and reporting.  
Modern office procedures, methods and computer equipment.  
Principles of arithmetic.

**Ability to:**

Lead, organize, and review the work of staff in the area of work assigned.  
Independently perform the most difficult clerical accounting activities.  
Interpret, explain, and enforce Department policies and procedures.

Accurately tabulate, record and balance assigned transactions.  
Operate a calculator, computer terminal and other office equipment.

**Ability to:**

Maintain a variety of records and files.  
Research data and generate a variety of reports.  
Type at a speed necessary for successful job performance.  
Work independently in the absence of supervision.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- ) *Sitting for extended periods of time*
- ) *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- ) *Making observations*
- ) *Communicating with others*
- ) *Reading and writing*
- ) *Operating assigned office equipment.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible clerical accounting experience working with accounts payable systems is required.

**Training:**

Equivalent to completion of the twelfth grade supplemented by accounting or bookkeeping course work.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment utilizing computers.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.