

Job Title: Assistant County Auditor - Accounts Payable Clerk

Department: County Auditor's Office

Reports To: County Auditor

Position Summary:

The Assistant County Auditor - Accounts Payable Clerk performs a variety of administrative and clerical tasks to support the County Auditor's office in processing and managing accounts payable functions. This role involves reviewing invoices, processing payments, maintaining accurate financial records, and ensuring compliance with county policies, procedures, and applicable regulations.

Essential Duties and Responsibilities:

- Review and verify invoices, purchase orders, and other supporting documents to ensure accuracy and compliance with county policies.
- Process accounts payable transactions, including data entry into the financial management system.
- Prepare and issue payments for goods and services, ensuring timely and accurate disbursements.
- Reconcile accounts payable records, ensuring all discrepancies are resolved.
- Maintain organized files and records for invoices, purchase orders, and payment documentation.
- Assist with the preparation of monthly and year-end financial reports.
- Communicate with vendors and department staff to resolve payment-related inquiries or issues.
- Support internal and external audits by providing required documentation and information.
- Ensure compliance with all applicable accounting standards, regulations, and county policies.
- Assist with budget preparation and monitoring, including tracking expenses against budgeted amounts.
- Perform other related duties as assigned by the County Auditor or designated supervisor.

Qualifications:

- High school diploma or equivalent; an Associate's degree in accounting, finance, or related field is preferred.
- Minimum of 1-2 years of experience in accounts payable, accounting, or related administrative positions.
- Knowledge of general accounting principles and practices.
- Proficiency with accounting software and Microsoft Office Suite (Excel, Word).
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive financial information.
- Ability to work independently and as part of a team.
- Strong problem-solving skills and the ability to handle multiple tasks simultaneously.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift up to 20 pounds as needed for filing and organizing documents.

Work Environment:

- Office environment, with a standard 40-hour workweek.
- Occasional overtime may be required during peak periods.