

# Delaware County

## POSITION DESCRIPTION

Title: Accounts Payable/ Accounts Receivable	Department: County Clerk
Reports to: County Clerk	FLSA Status: Non-exempt
Approval Date: July 12, 2024	Revision Date: N/A

### **Position Profile**

Accounts payable is responsible for accepting and editing purchase orders from various departments, corresponding with suppliers, preparing purchase orders and performing buying duties. Accounts payable is also responsible for the County bidding or purchases.

### **Duties and Responsibilities**

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Prepare, maintain, and review accounts payable, reports and price lists.
- Track the status of requisitions, contracts, and orders.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Approve bills for payment.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Audit purchase orders and invoices to submit to BOCC for approval.
- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- General clerical duties including photocopying, fax and mailing.
- Assists in the preparation of invitation-of-bid forms
- Maintain electronic and hard copy filing system.
- Must be able to be present at the designated work site a minimum of 37 hours per work week, as established by the County Clerk.
- Must be willing to train and backup other jobs in the department
- Performs other related duties as assigned.

### **Qualifications**

Must be 18 years of age or older. Must be able to pass a pre-employment drug screen and employment background screen. Will be subject to continuous drug screenings throughout employment.

### **Education and/or Experience**

High School Diploma/GED preferred. Two years in an office environment required. Purchasing experience preferred. Experience with Government statutes preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public.
- Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer

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Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Employee's Name (Printed)

Date

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Employee's Name (Signature)

Date