



Job Description

TITLE: Accounting Clerk III	JOB CODE: 4200
DEPARTMENT: Finance	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLAS: Clerical
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, processes the County's payables accurately and in a timely manner; verifies invoices and supporting data to ensure that vendor payments are legitimate and authorized invoices; supervises and trains more junior Accounting Clerks.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Processes accounts payable for the County; assigns work to other staff and reviews work products for accuracy and completeness; assists in training other staff in the payables function.
- Processes vendor invoices by matching them to purchase or small purchase orders; processes accounts payable check runs weekly; processes housing basic data sheets and housing assistance payments.
- Processes procurement card payments; processes travel vouchers; processes utility payments and posts to a MS Excel spreadsheet; processes indemnity payments for workers compensation employees.
- Ensures that all payments are in compliance with County policies and procedures; implements and maintains strong internal controls.
- Reconciles and balances vendor statements; prepares adjusting journal entries as necessary.
- Establishes and maintains positive working relationships with vendors and County departments; researches payables issues and resolves problems for vendors; reconciles information from vendors and facilitates payments.
- Process monthly statements and reports for Commission, Elected Officials and Department Heads.
- Provides and coordinates notary services for the Finance Department.
- Prepares 1099's for services at year end; verifies the accuracy of information and issues the 1099's as required by law.
- Assist auditors at year end; researches and provides information in response to auditor questions.
- Issues and maintains non-taxable transaction certificates.
- Verifies the accuracy of payment of gross receipts taxes for County purchases.
- Issues affidavit for a reissue check; processes void checks and stop payment requests.
- Balances and refills money for postage machine.
- Maintains encumbrance listing.
- Oversee Finance Department petty cash fund.
- May serve on various employee committees, as required and assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of accounts payable methods and functions.

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Accounting Clerk III

- Knowledge of requirements related to 1099's.
- Knowledge of basic State and Federal laws governing accounts payable.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in verifying and processing detailed information accurately.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software, including MS Word, Excel and Access.
- Skill in communicating effectively, both orally and in writing.

Education and Experience

- High School diploma or GED equivalent and three (3) years accounts payable experience. Associates Degree in accounting or business and governmental accounting experience preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, including a 10-key calculator, fax and copy machine, computer, printer and typewriter.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____