



Job Description

TITLE:	Accounting Clerk I	JOB CODE:	4202
DEPARTMENT:	Finance	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	August 31, 2020

Summary: Under close supervision, processes the County's payables accurately and in a timely manner to vendors for legitimate and authorized invoices.

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 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 an excel spreadsheet; processes indemnity payments for work comp employees.
- Reconciles and balances vendor statements.
- Maintains positive working relationships with vendors and County departments.
- Processes monthly statements and reports for Commission, Elected Officials and Department Heads.
- Notarizes documents for County employees and the public.
- Enters vendors in compliance with 1099 issuance and accuracy.
- Assists auditors at year end as directed.
- Issues and maintains non-taxable transaction certificates.
- Review the payment of gross receipts taxes for accuracy.
- Issues affidavit for reissue checks; processes void checks and stop payment requests.
- Balances and refills money for postage machine.
- Maintains encumbrance listing.
- Answers questions from vendors, elected officials, department heads or other personnel in regards to accounts payable.
- 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.
- Knowledge of requirements related to 1099's.
- 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.

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Accounting Clerk I

- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in compiling data and preparing reports and related information.
- Skill in following detailed 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 one (1) year of office 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.

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:	_____