

Financial Accounts Payable Clerk Tompkins County

Department: Comptroller/Finance

Classification: Competitive

Labor Grade: Confidential 58

Approved: 9/2021 by RP, Commissioner of HR

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- a. Completion of 30 credit hours at a New York State registered regionally accredited college or university which must have included at least ten credit hours in accounting or bookkeeping AND six months full time paid (or equivalent part-time and/or volunteer) experience in accounting transaction processing; OR
- b. Graduation from High School or possession of a high school equivalency diploma AND 18 months full time paid (or equivalent part-time and/or volunteer) experience in accounting transaction processing.; OR
- c. Any combination of training and experience equal to or greater than that defined in (a), (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a routine finance data preparing and processing position providing for the review and processing of documents to issue payments for vendor invoices and other financial obligations in accordance with internal accounting policies and practices.

This position also highlights the day-to-day administration of all payment cycle activities in a timely and efficient manner. This position requires the ability to make independent judgments and decisions on a/p vouchers submitted for payment. This position reviews purchase orders, statements, and invoices to verify amounts owed, reconciling invoices. Accuracy is valued as well as efficiency, with attention to details and processes. The position will interact directly with multiple departments and ensure that vouchers/invoices submitted are appropriate expenditures for the various programs and operations of Tompkins County. The work is performed under the general direction of the Director of Accounting Services.

TYPICAL WORK ACTIVITIES:

Finance Accounts Payable Clerks are typically required to:

- - ◆ Review a variety of documents such as vouchers, bills, purchase orders, and contracts to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
 - ◆ Work within timeframes and meet various deadlines throughout each week to ensure regular and 'mini' check runs are done along with funding needs identified and communicated with multiple areas in the finance office.
 - ◆ Verify all calculations, department/unit number, account numbers, and project codes on documents;
 - ◆ Complete multiple step process to post figures to appropriate accounts (either manually or through a computer), verifying all data entered;
 - ◆ Pay careful attention to detail and ability to self-check work
 - ◆ Reconcile all entries, both debits and credits; this may include preparation of batch reports and verification of totals and subtotals;
 - ◆ Prepare simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
 - ◆ Regularly handle rush items, or items falling outside of normal processing. Often requires communication with departments and sometimes the denial of rush items;

- ◆ Ability to prioritize work items, tasks and projects;
- ◆ Produce data needed for State and federal reimbursement claims accurately;
- ◆ Be aware of process to receive cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- ◆ Regular Contact with outside clients, vendors, to obtain additional information as necessary;
- ◆ Regular daily contact with departments, and various staffing within departments including department heads, deputies, coordination and administrative staffs to ensure appropriate approvals and processes are met.
- ◆ Utilize independent judgement to resolve situations and involve division managers, directors as needed.
- ◆ Regularly explain and instruct staff of various county departments purchasing processes and policies. Informing those staff not only how to locate policies, yet also how they apply to their transaction. Th
- ◆ Provide routine information orally or in writing in response to inquiries;
- ◆ File and maintain all related records as records related to processing invoices, vouchers, bills, correspondence and other financial records as needed; including scanning and electronically filing completed work;
- ◆ Receive, balance and audit records;
- ◆ Process data either for computer or other records with precision and attention to detail and computations as necessary;
- ◆ Operate a calculator and other related office equipment.

Finance Accounts Payable Clerks (in addition to the above typical work activities) will be required to perform data entry, type forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc. on a typewriter, word processor, or personal computer.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ◆ Good knowledge of general accounting principles and procedures and ability to apply such knowledge to accounting transactions. Working knowledge of modern methods used in keeping and checking financial records and accounts;
- ◆ Maintain high level of ethics, confidentiality and professionalism;
- ◆ Effective communication with colleagues, outside vendors, and various departmental staff across the county – including verbal and written communication;
- ◆ Experience using financial accounting software;
- ◆ Ability to make sound judgements and communicate those effectively; Working knowledge of office terminology, procedures, equipment, and business English;
- ◆ Ability to communicate well with multiple levels of staff across all departments;
- ◆ Ability to multitask and set priorities;
- ◆ Ability to perform close, detail work involving considerable visual effort and strain;
- ◆ Working knowledge of office methods and procedures and familiarity with the use of standard office equipment;
- ◆ Working knowledge of Windows and Microsoft Office Suite products along with other software frequently used;
- ◆ Working knowledge of the general principles of public finances administration, including budgeting and financial reporting;
- ◆ Ability to prepare complete and accurate accounting reports and statements of some complexity;
- ◆ Ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately;
- ◆ Ability to enter data in a timely and accurate manner;
- ◆ Ability to follow complex oral and written instructions;
- ◆ Ability to work independently and prioritize tasks;
- ◆ Ability to stay well-organized and meet deadlines;
- ◆ Strong analytical and problem-solving skills;
- ◆ Ability to work professionally and respectfully with a diverse staff, contractors, and the public;
- ◆ Ability to follow-up on outstanding items, tasks, including outside requests.
- ◆ Physical and mental condition commensurate with the demands of the position.