

ACCOUNTS PAYABLE CLERK - CAMPBELL COUNTY FINANCE DEPARTMENT

Overview

Campbell County is located in upper East Tennessee. The County Finance Department oversees purchasing, accounting, budgeting, payroll, and personnel and employee benefits for Campbell County Government. The Accounts Payable Clerk performs invoice and payment processing, data entry and record keeping, and clerical and administrative support. We seek a highly skilled and motivated individual to join our team.

Duties

- Utilize financial management software to perform data entry, generate purchase orders and reports, review fund balances, and navigate between modules to support a variety of accounts payable functions for county departments and vendors
- Receive approved requisitions from departments and enter purchase orders into financial system
- Maintain and file purchase orders and match invoices received with purchase orders on file
- Review requisitions for completeness, and ensure all necessary documentation is included
- Review invoices for accuracy and verify that the sum of individual line items matches the invoice total, and correct any discrepancies with the vendor
- Route approved purchase orders to vendors or departments
- Maintain filing of requisitions, purchase orders and invoices
- Answer incoming calls and direct to appropriate department
- Greet visitors and direct to appropriate department
- Pick-up and delivery of mail, open and route mail to appropriate departments
- Provide assistance to departments concerning purchase orders, invoices and account balances
- Provide assistance to vendors concerning invoices
- Maintain a centralized accounts payable email, responding to and routing emails as needed

Qualifications

- Proficiency with Microsoft Office applications, especially Excel
- Experience with accounts payable, preferably in a governmental organization
- Strong attention to detail for accurately processing financial information
- Ability to work in a fast-paced environment while managing multiple tasks and meeting deadlines
- Excellent communication skills to interact with various county officials, vendors and the public

Preferred Qualifications

- Experience with accounts payable and/or bookkeeping, especially in local government
- Experience using financial/accounting systems and software

We invite qualified candidates to apply for this opportunity by submitting a resume and cover letter to: **trevorh@campbellcountygov.com**

Salary: \$32,489 to \$38,029 annually

FLSA Status: Non-exempt

Expected hours: 40 per week

Benefits:

- Health insurance (82% paid health coverage for employees and up to family plan)
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off (Paid Holidays, Annual Leave, and Sick Leave)
- Retirement plan

Schedule: 8-hour shift, 8 am – 5 pm, Monday through Friday

Work Location: In person; 555 Main Street, Jacksboro, TN 37757