

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

Accounting and Budgets

Job Title:	<u>Accounts Payable</u>
Department:	Accounting and Budgets
Supervisors:	Director of Accounting and Budgets
Date:	May 31, 2009

Responsibilities:

Work involves processing, distribution and maintenance of purchase orders and invoices; checking balances, financial records; and setting up accounts with various vendors. Work with all the local Government offices insuring each department's vendors are paid on time.

Duties:

1. Receives invoices and check request
2. Prepares and issues purchase orders
3. Sorts and reviews invoices and check requests for proper account codes
4. Operates a computer terminal and maintains extensive knowledge of appropriate computerized systems necessary for data entry and retrieval.
5. Sets up and maintains a complex record and filing system of accounts payable vendor files and invoices for retrieval or review by purchasing administrators.
6. Responds to questions and makes calls regarding billing problems; acts as a liaison between departments and vendors.
7. Operates all office equipment.
8. Acts as a receptionist and provides clerical support.
9. Constant contact with all local government offices to insure proper vendor records and payments.