Accounting and Budgets

Job Title: Accounts Payable
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.