

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTS PAYABLE COORDINATOR

General Summary

Under the supervision of the Director of Financial Services, responsible for auditing, scheduling and inputting information from invoices to the computer. Prints all checks for the County. Writes-up journal entries to the system and performs a variety of other accounting related and general support tasks. Processes credit card refunds for all County departments, and performs ACH debit transactions. Conducts training of County personnel on the use of the accounts payable software and provides assistance and problem solving to accounts payable system users.

Essential Functions

1. Receives, audits and date stamps purchase orders and invoices for payment of County bills. Verifies that invoices have not already been paid and assigns dates for payment. Segregates those invoices requiring Board approval.
2. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices and verifying that they have been approved by authorized personnel and have adequate support documentation.
3. Regularly inputs information from invoices to the computer and runs updates to the general ledger. Balances each batch by running tape of invoice against computer generated report summary.
4. Runs checks and sorts batches.
5. Balances statements and files all pertinent information for vendor accounts. Provides information to vendors and department heads as requested.
6. Audits vendors for tax levies and garnishments, and prepares any necessary follow-up reports. Assigns tax levy and garnishments to vendor's manually, and prepares Accounts Payable Vendor Internal Revenue Services Response Form.
7. Conducts training of County personnel on the use of the accounts payable software. Provides assistance and problem solving to account payable system users. Contacts MIS Department or the software vendor with questions or problems regarding the computer hardware or accounts payable software.
8. Responds to telephone inquires from County vendors, County employees, and outside vendors regarding payment of invoices.

9. Receives and processes travel advance requests from County departments, audits settlements, records journal entries, runs general ledger for travel fund, and balances monthly. Generates monthly report on outstanding travel advances and follows-up on supporting documentation. Manually records Board of Commissioners' travel expenses.
10. Prepares invoices and check registers for review by Clerk's Office.

Processes credit card refunds for all County departments and enters to system, includes accessing computer modem link to credit customer accounts.
11. Performs ACH debit transactions for some vendors, and sends transmittal to the Treasurer's Office to cover balance. Ensures that copies of all expected bills are received and funded for ACH debit payment processing for utility bills.
12. Determines boardbills and non-boardbills in accordance with a resolution by the Board of Commissioners, and distributes letters for signature regarding completion of procedures.
13. Prepares various reports for the Controller, Treasurer, Board of Commissioners, and Finance Committee.
14. Maintains approved signature card list and approved vendor contracts.
15. May provide back-up support to the department reception area, including answering incoming calls and receiving visitors.

Other Functions

16. Distributes payroll checks to County departments and employees.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent, with some coursework in accounting and data processing.

Experience: Two years of accounts payable experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access department files.

Ability to lift and/or move boxes of checks and computer printouts weighing up to 35 lbs.

Ability to enter and retrieve information from computer.

Ability to use a multi-line telephone system.

Working Conditions:

Works in office conditions.

