

**INGHAM COUNTY
JOB DESCRIPTION**

VENDOR FILE CLERK

General Summary:

Under the supervision of the Director of Financial Services, creates and maintains vendor files, audits and prints Federal 1099 Forms, and perform other duties and clerical functions as assigned.

Essential Functions:

1. Creates and maintains vendor records on computer system, includes inputting vendor name, address, telephone number, and requesting W-9 forms. Ensures that a W-9 form is on file for each vendor as required. Responsible for follow-up contacts with vendors for updating records.
2. Maintains and ensures the accuracy of data related to issuing Federal 1099 forms.
3. Assists Procurement Specialist in the vendor set-up process when necessary.
4. Generates 1099 report and reviews it for accuracy. Makes any necessary adjustments.
5. Orders printing of 1099's and insures timely mailing.
6. Provides clerical support to the Department, including filing, typing, answering telephones, and performing other duties and clerical functions as assigned.
7. Monitors departments and agencies to ensure compliance with State reporting requirements and generally accepted accounting principles.

Other Functions:

8. None listed.

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.

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Experience: One year of clerical support experience that included data entry and record keeping responsibility. Experience with Federal 1099 report requirements preferred.

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 enter and retrieve information from computers.
Ability to access all departmental files.

Working Conditions:

Works in office conditions.

