

**ACCOUNTS PAYABLE/GENERAL BILLING CLERK**  
Pulaski County

**Department:** Financial Services

**Supervision Exercised:** None

**Supervision Received:** Finance Director

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required.

**Essential Employee:** No

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m.

**ESSENTIAL FUNCTIONS:** Primary responsibilities include processing vendor invoices, generating general bills and following up on outstanding balances, managing payments and reconciling accounts to ensure all invoices are paid in a timely fashion. This includes verifying invoice details, matching them to purchase orders and scheduling and processing payments via checks or electronic transfers. This position also maintains financial records, answers vendor inquiries and supports the finance department in audits. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** Considerable experience in accounts payable, accounts receivable and clerical work. Ability to prepare financial reports accurately, follow complex instructions, analyze data and work effectively and courteously with vendors and employees. Must have excellent verbal and written communications skills. Ability to work independently with minimal supervision.

**RESPONSIBILITIES:**

- Processes accounts payable for the County, EDA, and STEA
- Serves as backup for the PSA Accounts Payable Clerk
- Prepares general bills and resolves outstanding balances
- Makes arithmetical calculations
- Compiles information for reports and assists in the presentation of data
- Checks and reviews a variety of financial data for accuracy, completeness and conformance with established accounting standards
- Collects and interprets data for records and reports

#### Senior Accounts Payable Clerk

- Composes routine correspondence
- Posts and makes entries in software system and other records
- Maintains data bases
- Trains designated staff on the entry of AP batches
- Point of contact for accounts payable related questions
- Follow up on unpaid general bills

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of standard office practices, procedures and equipment as well as the Microsoft Office Suite of programs
- Thorough knowledge of business English, spelling and arithmetic
- Ability to interpret and apply policies and procedures
- Ability to make difficult arithmetic calculations and to set up complex forms and statistical tables
- Ability to type at a reasonable rate of speed
- Ability to maintain and establish effective working relationships with others
- Ability to follow verbal and written instructions
- Strong time management and organizational skills necessary
- High degree of attention to detail required

**ADA REQUIREMENTS:** Ability to remain stationary at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously. Ability to read and write in order to understand and exchange information. Ability to move up to 50 pounds on an occasional basis. Dexterity required to operate keypads, push buttons, switches, etc. Ability to work independently in the absence of specific instruction and the ability to meet the public courteously and effectively.

#### **EDUCATION AND EXPERIENCE:**

- Education and experience with accounts payable or accounting, and computer operations
- High school diploma required
- Associates Degree in Accounting preferred
- Proficient in Microsoft Word and Excel
- Tyler/Munis software experience preferred but not required

#### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date