

# BUCHANAN COUNTY

**Position:** Accounts Payable Clerk/Deputy

**Supervises:** None

**Department:** Auditor

**Gives work direction to:** None

**FLSA Status:** Non-Exempt –  
AFSCME, 61 Bargaining Unit

**Reports to:** Auditor

**Revision date:** April, 2021

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## POSITION SUMMARY

At will position appointed and reports to the Auditor. Under general supervision, performs technical level accounting work, maintain accounts and financial records in an established accounting system; performs related work as required.

## ESSENTIAL JOB DUTIES

- Performs general accounting or recordkeeping tasks; checks accuracy of entries, checks documents such as purchase orders, travel expenses, etc., for errors in account classifications, unit prices, totals, etc., and the completeness or presence of supporting documents.
- Posts entries to accounts or prepares the required claim form for data entry in accounting system; totals and balance entries at specified intervals. Classifies or codes transactions according to a chart of accounts.
- Create and maintain bi-weekly and monthly financial reports.
- Maintains vendor accounts; adds/deletes vendors. Obtains required W-9 information. Issues sales tax exemptions forms.
- Reviews departmental claims for accuracy and completeness; researches and troubleshoots problem claims; process claims for check issuance and mailing.
- Review, input, and track county fixed assets.
- Create and maintain project accounting through financial software.
- Files reports, forms, and related materials in proper alphabetical, numerical, or subject order.
- Responds to inquiries from department heads, county officials, staff members, and business vendors regarding accounts payable.
- Performs routine reconciliation operations involving a variety of documents and accounts which require cross referencing between accounts; identifies causes of disagreement and checks for the accuracy of entries, and the presence of source documents.
- Prepares and issues reports to reflect the financial condition of the various funds including departmental reports; trial balance, and financial statements.
- Attend safety training, continuing education, conferences and workshops, etc. to keep current and up to date with local, state and federal laws and regulations.
- Work with department heads and other courthouse employees, business associates, suppliers, and the general public in a courteous and professional manner.
- Assist with over the counter inquiries relating to real estate transactions, voter registration, absentee ballots, and passports.
- Will be required to work extended hours during elections conducted by the office.
- Pass and maintain certification requirements for passport issuance.
- Pass and maintain certification requirements for I-voters.

## INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Auditor.
- Assist the general public with questions, concerns, and inquiries.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to use logical thinking to solve problems and reach conclusions.
- Ability to use good sound judgment.
- Ability to maintain composure while working under pressure and adapt quickly to change.
- Ability to read, write and relay clear, concise, and accurate information.
- Ability to copy, post and file data and proofread words, numbers, figures rapidly and accurately.
- Ability to gather, compare and prepare important financial/operational information.
- Knowledge of generally accepted accounting principles and practices.
- Knowledgeable of basic office practices and the use of personal computers and varying computer software. Skilled in the use of Microsoft applications.
- Ability to operate a variety of office equipment including multi-line telephone, photocopier, facsimile, postage meter, printers, shredder, and election equipment.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Ability to work in either a team environment or individually.
- Ability to safely climb, balance, walk or stand for extended time periods, stoop, kneel, crouch, crawl, reach, run, push, pull, lift, finger, grasp, and perform other job-related physical demands. Ability to occasionally lift/carry or push/pull up to twenty (20) pounds.

## **ENTRY REQUIREMENTS**

**Education/Training:** High school diploma or GED;

And,

**Work Experience:** Two years of clerical accounting experience which involve the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program using elementary bookkeeping principles and practices;

Or,

The successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting;

Or,

An equivalent combination of education, training and/or work-related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license. Passports certified or receive certification within sixty-days (60) of employment.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit; turn twist body; bend; use hand to finger manipulation (keyboard typing), handle, or feel objects, tools or controls; reach with hands and arms; balance; stand, stoop, kneel, crouch; talk and hear. The employee must frequently push/pull or lift up to twenty (20) pounds with ease.
- *Specific vision:* abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* Work is conducted primarily indoors. The noise level in the work environment is usually moderate to loud.

**HOURS OF WORK**

Generally; 37.5 hours per week with the normal workweek for regular full-time employees starting Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties or combine positions at any time.
  5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head Signature

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Employee Signature

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Date

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Date