



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Accounts Payable Specialist	Opening Date: April 19, 2017	Application Deadline: Open Until Filled	Job Posting #: 17116
Department: County Treasurer	Starting Salary: TBD	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Bastrop County Treasurer, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Treasurer's office. Work involves research, planning, reporting, accounting and technical support in relation to, accounts payable and budget processing. Serves as backup for other functions including accounts receivable, payroll and adult probation and restitution functions. This position will be responsible for preparing invoices for Commissioner's Court, processing expenditures in a timely manner, managing purchase orders, setting up vendors for electronic pay and balancing reports for court. Manage payables for all County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of principles and practices of administrative and financial management. Applicant must possess knowledge of advanced accounting fundamentals, personal computer skills, professional customer service skills, data entry and retrieval, standard office policies, procedures and equipment. Ability to prepare clear and concise administrative and financial reports, perform multiple tasks simultaneously in a timely manner, be detail oriented and have strong communication skills. Establish and maintain effective working relationships with those contacted in the course of the job.

MINIMUM QUALIFICATIONS: Five years' experience in governmental accounting and financial management; Three (3) years' accounts payable experience directly related to making journal entries, and knowledge of debits and credits for governmental accounting. Or an equivalent combination of education, training and experience. High School diploma or its equivalent. Prefer governmental accounting experience with college background. Possession of a valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/upload/page/0062/docs/Bastrop%20County%20Job%20Application.pdf>. Applications can be submitted online, mailed or drop off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: Accounts Payable and Restitution Specialist

Department: Treasurer's Office

FLSA Status: Non-Exempt

Reports To: County Treasurer

SUMMARY: Under the direct supervision of the Bastrop County Treasurer, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Treasurer's office. Work involves research, planning, reporting, accounting and technical support in relation to, accounts payable and budget processing. Serves as backup for other functions including accounts receivable, payroll and adult probation and restitution functions. This position will be responsible for preparing invoices for Commissioner's Court, processing expenditures in a timely manner, managing purchase orders, setting up vendors for electronic pay and balancing reports for court. Manage payables for all County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Bastrop County

Treasurer; Exercises no supervision

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Ensures all accounts payable are processed and paid to vendors in an accurate and timely manner; determines when to stop entering accounts payable information into system for the purpose of presentation to Commissioner's Court;
2. Maintains and issues various tax forms including W-9's and tax exemption certificates; assists with the disbursement of annual 1099's and W-2's;
3. Prepares various correspondence and reports in response to requests from vendors, Commissioners, County management staff, and outside auditors; compiles and analyzes data for special projects as required;
4. Provides copies of invoices and payment information as requested, to various Department Heads, employees, outside auditors, and for the purposes of fulfilling open records requests;
5. Processes and distributes juror payments as received from the District Clerk
6. Receipts funds from the sale of bail bond books, retiree insurance, and misc. county departments in the absence of the receipt specialist;
7. Manages and participates in the development and implementation of goals, objectives, policies, procedures

and priorities for assigned programs as directed by the County Treasurer;

8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of administrative and financial management;
Advanced accounting fundamentals;
Advanced knowledge of Incode financial software;
Personal Computer skills and software, including Microsoft Office;
Principles and practices of local governmental budget preparation and administration;
Methods and techniques of leadership, training, and supervision of staff;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Prepare clear and concise administrative and financial reports;
Perform multiple tasks simultaneously in a timely manner;
Record and disseminate accurate information from telephone conversations and personal contact;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Preparing clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years experience in governmental accounting and financial management; Three (3) years' accounts payable experience directly related to making journal entries, and knowledge of debits and credits for governmental accounting. Or an equivalent combination of education, training and experience.

Education:

High School diploma or its equivalent. Prefer governmental accounting experience with college background.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. *****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.