



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Accounts Payable Specialist	Opening Date: March 22, 2024	Application Deadline: Open Until Filled	Job Posting #: 240303
Department: Treasurer's Office	Starting Salary: \$23.02-\$25.02	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 processing. Serves as backup for other functions including accounts receivable and adult restitution payment distribution. This position will be responsible for preparing invoices for Commissioner's Court and for processing expenditures in a timely manner. Assist the Chief Deputy Treasurer in managing 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: Must have strong communication and computer skills. Must have working knowledge of standard office equipment, including the ability to answer and direct telephone calls using a multi-line phone system. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner;

MINIMUM QUALIFICATIONS: Must possess a high school diploma or equivalent; supplemented by experience in administrative support work or the technical program area. Experience and education may be substituted for one another. Must be able to type a minimum of forty-five (45) words per minute. Must possess a valid driver's license.

Cen-Tex Regional Juvenile Services does not discriminate based on 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:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County 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/site/jobs>



BASTROP COUNTY, TEXAS

Job Description

***Job Title:** Accounts Payable 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 processing. Serves as backup for other functions including accounts receivable and adult restitution payment distribution. This position will be responsible for preparing invoices for Commissioner's Court and for processing expenditures in a timely manner. Assist the Chief Deputy Treasurer in managing 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. Prepares invoices and statements of all accounts payable for presentation to Commissioner's Court; ensures all accounts payable are processed and paid to vendors in an accurate and timely manner; and enters all accounts payable into system accurately;
2. Monitors P- Card activity to ensure a timely submission of receipts, along with tracking transactions against received receipts, matches pick tickets and receipts against invoices and statements;
3. Assists the County Treasurer and Chief Deputy Treasurer when needed with the preparation of various correspondence and reports, copies of invoices and payment information and miscellaneous reports in response to requests from vendors, County Officials, Commissioners, Department Heads, County management staff, and inside/outside auditors as requested and allowable; and prepares necessary documents for the purposes of fulfilling open records requests;
4. Assists with issuance of juror payments, hand checks, billing research, the disbursement of annual 1099's and W-2's;
5. Greet visitors, handle telephone calls and mail; receipt of funds from the sale of bail bond books, retiree insurance, and miscellaneous county departments revenue in support of the Accounts Receivable Specialist and various other duties; Assist in daily bank deposits;
6. Manages and participates in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs as directed by the County Treasurer and Chief Deputy Treasurer; works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the

general public; Maintains confidentiality and security of all County Treasurer's Department information and systems.

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;
Experience with financial software; preferable Incode;
Personal Computer skills and software, including Microsoft Office;
Principles and practices of local governmental funding and administration;
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;
Work within tight deadlines with frequent interruptions;
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, and/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:

One (1) to three (3) years experience in governmental accounting and financial management;
Or an equivalent combination of education, training and experience.

Education:

High School diploma or its equivalent.

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 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.