

**Worcester County
Job Opportunities**

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
COMPENSATION: GRADE 14/STEP 6 \$21.46 HOURLY/\$44,637 ANNUALLY
GRADE 14/STEP 14 \$26.16 HOURLY/\$54,413 ANNUALLY BASED ON EXPERIENCE
APPLICATION PERIOD: UNTIL FILLED
WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM
LOCATION: PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL; AS NEEDED AT ISLE OF WIGHT
OFFICE IN BISHOPVILLE

JOB SUMMARY: This individual is responsible for processing payments, verifying invoices, and performing account reconciliations. This includes working directly with departments to gather, analyze and process accounts payable data as part of paying the expenses associated with the operation of the county government. This individual is responsible for comparing system reports to the related invoice balances and verifying that the transaction is complete and accurate. This includes charging expenses to the proper accounts and cost centers as well as controlling Jury Duty (per diem) spending associated with the provision of jury duty services in the county. The Accounts Payable Specialist reports to the Deputy Finance Officer but is under the direct leadership of the Finance Officer.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Processes accounts payable activity for the county General Fund, Enterprise Funds, and other Funds as needed.
- Serves as a point of contact for county departments regarding invoice processing needs and any related training.
- Distributes the bank balance reports on a daily basis.
- Works directly with the bank to resolve any disputed or incorrect accounts payable or deposit activity as needed.
- Works directly with staff and/or vendors who provide electronic payments to resolve any errors or omissions in the files received.
- Researches and resolves complaints and or questions regarding accounts payable activity.
- Maintains and process unclaimed property records and files in accordance with Maryland Code.
- Processes automated property tax refunds as requested by the Tax division, Utility refunds as requested by the Enterprise Funds, and maintain a list of NSF checks for the Department.
- Serves as a point of contact for banking activity.
- Processes electronic files not limited to accounts payable.
- Prepares financial reports as needed.
- Processes Internal Revenue Service (IRS) Tax Form 1099 for the County and submit to the IRS.
- Maintains the ability to identify, troubleshoot, and correct errors in payment files being processed.
- Communicates with Department Heads and/or Supervisors as needed with regard to the processing of invoice payment activity.
- Assists with various other Fund accounting activities including Personal Property Liability Fund, Other Post Employment Benefits Funds, and other Funds as requested.
- Serves as the point of contact for major office equipment including the Inserter/Stuffing Machine, and Postage Meter.
- Works directly with the Sheriff's Office to provide support and handle the Seized Funds activity.
- Process Accounts Payable activity for the Capital Projects Fund and work directly with County Administration to account for this activity.
- Work directly with Circuit Court Staff to facilitate the payments required for Jury Duty services as needed and reconcile this activity on a monthly basis.
- Works with our software vendors to troubleshoot operational issues as needed.

- Ensures confidentiality of information and records and complies with the record retention schedule.
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Adheres to the Worcester County Government Personnel Rules & Regulations and works in a pleasant and harmonious manner with co-workers and the general public.
- Performs other related duties as requested as the position will be cross trained to other positions.

QUALIFICATIONS AND SKILLS:

- High School Diploma or equivalent with five years experience in accounting or three years of governmental accounting experience.
- Must possess a general knowledge of state and local government laws.
- Must have proficient knowledge of Microsoft Office including WORD, EXCEL, Access, and Outlook
- Maintains the ability to research customer account errors with SDAT, our tax collection staff, Clerk of the Courts, or by other means at the direction of office supervisors.
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Experience with Munis and Docuware preferred
- Familiar with modern office practices and procedures including the ability to operate office equipment, such as FAX machines, copiers and calculators.
- Must have exceptional oral and written communication skills necessary to promote a professional and personable relationship with coworkers and the general public
- Ability to establish and maintain harmonious working relationships with staff, and the public using tact, discretion, sound judgment, and professionalism (parts of this were listed in another part)
- Ability to communicate effectively in writing and verbally with staff and the general public
- Ability to perform work correctly, accurately, and consistently
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Ability to follow directions
- Ability to prepare reports and analyze data as required
- Must have a team-oriented work ethic and ability to collaborate

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.