

**Oceana County**  
**Accounts Payable – Administrative Assistant**  
**FULLTIME; NON-EXEMPT; BENEFITED POSITION**

**POSITION DESCRIPTION:** Under the direction of the County Administrator and/or Financial and Human Resources Coordinator performs responsibilities regarding processing of all accounts payable functions, including journal entries, and general ledger distributions. Produces a variety of financial reports. Assists during various audits such as the annual county audit and worker compensation audit. Performs additional clerical office support including telephone, filing, data entry, and similar tasks.

**POSTED DATE:** May 31, 2023

**APPLICATION DEADLINE:** Open until filled

**POSITION AVAILABILITY:** Immediate

**CURRENT SALARY:** 35 hrs/week; hourly wage range of \$17.6674 - \$22.8028  
DOQE

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Performs all accounts payable functions, including processing journal entries and other general ledger distributions.
- Produces financial reports.
- As assigned, assist drain office with specific tasks.
- Provide backup support to the payroll specialist.
- Provide clerical support including telephones, working with the public, filing, and assist with scheduling meetings including some assistance to assigned boards and commissions.
- Regularly updates information on the county Web site.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.

- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills
- Capable of learning how to manage information published on a Web site and applying the knowledge and skills.
- Ability to perform all functions and meet deadlines when faced with constant interruptions, and must interact with others on a regular basis.

**Minimum Qualifications:**

Education:

- High school diploma.
- College-level coursework in accounting is highly preferred.

Experience:

- At least one year of office experience. Experience with payroll or accounting functions is highly preferred.

**All interested parties should submit cover letter and resume, with references,  
to the following address:**

Oceana County Administrator's Office  
Attn: Human Resources  
100 S. State Street, Suite M-4, Hart, MI 49420  
Or email to [Countyadmin@oceana.mi.us](mailto:Countyadmin@oceana.mi.us)