Oceana County

JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

Job Title: Accounts Payable & Administrative Assistant **Salary Range:** PALSS

Department: County Administrator's Office **Hours:** 40 hours/week
2080 hours/year
Perm, Full time

General Summary:

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.

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:

Oceana 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

- 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.

Physical and Mental Abilities Required for Performing Essential Job Functions:

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

Working Conditions:

- Works in a comfortable office environment provided by the county. The position is faced with constant interruptions, and must interact with others on a regular basis.

Other Requirements (if applicable):

- None.