RUTHERFORD COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTS PAYABLE ACCOUNTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting/financial work associated with processing accounts payable documentation. Duties and responsibilities include processing invoices for payment, ensuring accuracy of accounts payable documentation, researching discrepancies, assigning invoices to proper accounts, generating checks, posting payables to ledger, generating reports, processing documentation, and maintaining records.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes a variety of documentation associated with operations of an assigned area of the county, which may include various county departments, schools, programs, or federal projects; processes data/documentation within designated timeframes and per established procedures.

Assists in interpreting, applying, and ensuring compliance with applicable accounting guidelines, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing accounts, researching financial discrepancies, correcting data errors, posting financial data, or maintaining financial records.

Processes accounts payables for assigned departments, schools, programs, or projects; receives invoices, purchases orders, payment contracts, and related documentation; reviews documentation for accuracy and completeness; verifies signatures, makes necessary calculations, and ensures assignment to proper budget accounts; reconciles vendor statements; researches discrepancies or missing information; enters data into computerized financial system and balances/verifies data; generates checks and reports; maintains records; communicates with vendors regarding invoices, billing problems, or other issues.

Processes accounts payable checks; process checks through check signing machine; prepares checks for mailing/distribution; processes voids and stop payments; reconciles outstanding checks.

Calculates breakdown of telephone bills or other invoices involving charges for multiple entities; forwards allocation data to each entity for reimbursement.

Posts payables to general ledger.

Serve as custodian of petty cash; disburse petty cash funds for expenditures; ensure proper receipts and documentation for expenditures; balance petty cash account; process replenishment of funds as needed; maintains records.

Serves as property coordinator for the department on a rotating basis; maintains records of fixed assets and controllable assets accountable to the department, including transferals, disposals, and surplus items; notifies Inventory Control Supervisor of new asset acquisitions not currently tagged; reconciles differences between annual fixed asset inventory and actual physical inventory, and reports same to Inventory Control Supervisor.

Reviews/audits accounts payable documentation to ensure accuracy.

Prepares various financial reports, reporting forms, or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals.

Provides general/financial support to the department.

Prepares or completes various forms, reports, correspondence, checks, petty cash records, inventory/asset records, or other documents.

Receives various forms, reports, correspondence, invoices, purchase orders, school bus driver contracts, chart of accounts, accounting guidelines, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and make corrections; utilizes word processing, database, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinate service/repair activities as needed.

Prepares departmental files; maintains file system of departmental records.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Responds to complaints and questions related to accounts payable or other department issues; provides information, research problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, vendors, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists with various payroll or other accounting activities as needed.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in accounting, bookkeeping, office administration, and personal computer operations; supplemented by two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, accounts payable, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**
   Tasks: walking to copier/scanner, fax, and other offices (including the courthouse), standing to scan documents, run the mail machine.
   Surface: hard tile, carpet
   Estimated Total Hours: 1-2 **Maximum Continuous Time:** 1

2. SITTING
Tasks: data entry
Estimated Total Hours: 6 - 9 **Maximum Continuous Time:** 2 - 4
(Depending on if working a 4 or 5 hour day. Breaks are always offered, however not recommended)

3. LIFTING/CARRYING
Objects: boxes of envelopes, copy paper, files, mail, run report books

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING
Objects: run report books, copy paper
Height of hands above floor during push: 5 - 6 feet

5. BENDING/SQUATTING/KNEELING
Tasks: retrieving run report books from various shelf heights
Frequency: possibly 1-2 times a week; occasionally could be 1-4 hours if researching ambulance calls for 2-3 days (happens about 2-3 times a year)

6. REACHING
Tasks: retrieving run report books, copy paper
Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20”	To and away from body	Once a day	A few minutes at a time	< 10 lbs
21-36”	To and away from body	Once a day	A few minutes at a time	<10 lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise (general office)	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces (using appliances in the kitchen)	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	99 **% of time**
Outside	1 **% of time**

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting (at desk)	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Computer, calculator, phone system, copier/scanner, fax machine, mail machine, shredder

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Most of the workday
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Most of the workday

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Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date