

JOB ANNOUNCEMENT

RUSSELL COUNTY COMMISSION

POSITION TITLE: ACCOUNTS PAYABLE ADMINISTRATIVE CLERK

SALARY RANGE: Grade 9 - Starting \$15.00—to be determined upon education & experience

Job Closes: DECEMBER 9, 2017

PURPOSE: Seeking an experienced / skilled accounts payable professional to be responsible for processing all invoices received for payment and for undertaking the payment of all vendors in an accurate, efficient and timely manner. Ability to self-motivate, take a proactive approach to job duties and responsibilities.

GENERAL RESPONSIBILITIES: Perform day-to-day management of all payment cycle activities and provide efficient customer / vendor service; keep track, process and reconcile payments and expenditures, including but not limited to purchase orders, invoices, statements, checks refund requisitions etc., in compliance with County financial policies, procedures and Alabama State Examiners. Requires correct approval and authorization for sorting, coding and matching of all invoices/receipts; Strong personal skills working with internal and external vendors, officials, and employees; regularly tabulate data and compile various types of accounting reports. Working knowledge of accounting principles, procedures and bookkeeping experience.

REQUIREMENTS: Applicant is required to have proven working knowledge and experience as accounts payable clerk / professional; solid understanding of basic bookkeeping principles and accounts payable; proven ability to calculate, detailed oriented with a skillset for mathematics, posting numbers daily on various computer screens and forms, manage accounting figures and financial records accurately; accurate data entry skills, ability to enter accounting information accurately daily, hands-on proven experience spreadsheets (Microsoft Office and MIP Accounting Software preferred); Attention to detail and accuracy required. Strong interpersonal skills, ability to multitask, work with a variety of people such as vendors, officials, county employees, state examiners and other accounts professionals daily. Ability to work in a fast pace environment on production of accounts payable documents on a daily basis.

CREDENTIALS AND EDUCATION:

Business related Associates Degree, preferred in related field, such as accounting, bookkeeping or equivalent financial services certifications with combined work experience in accounting field with equivalent knowledge equivalent to Associates Degree.

Seven (7) (recent) years or more preferably working with accounts payable.

Possess a valid driver's license and ability to be insured.

Positive attitude and strong interpersonal skills working with officials, employees and public.

Willing to attend ACCA seminars for ongoing training and ability to work as a team member with staff / employees.

Applicant may be subject to criminal background, druge and MVR history / check.
Proficient in Microsoft Office, preferred.
Ability to work 40 hours a week and non-standard hours, if required.
Knowledge of Russell County rules, regulations and policies.

BENEFITS PROVIDED BY RUSSELL COUNTY:

Health Insurance Provided for Employee
Alabama State Retirement Contribution match by County
Life Insurance
Vacation Leave
Sick Leave
Bereavement Leave
Holiday Pay
Additional elective benefits offered to employee

EQUAL OPPORTUNITY EMPLOYMENT

MAIL OR DELIVER RESUME TO:

RUSSELL COUNTY ADMINISTRATOR
1000 Broad Street
Phenix City, AL 36867

OR:

MAKE APPLICATION WITH:

Betty Brooks
Phenix City Career Center
Career Center Specialist
334-214-4828
334-214-4826 (Fax)