



COLUMBIA COUNTY, OREGON
JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
DATE: JULY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Finance & Taxation	JOB CODE:	044
SUPERVISOR:	Accounting Services Manager	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of duties involving accounts payable, bookkeeping, record keeping, and purchasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Process accounts payable including reviewing claims, matching to purchase orders, preparing checks for signature, processing ACH payments, mailing payments, and maintaining payables files.

Research and resolve accounts payable discrepancies and issues with vendors. Complete statement reconciliation with vendors at the end of each month.

Process IRS 1099 forms for tax year end. Verify all vendor information is correct, such as name, address, EIN#, and amount paid. File Federal and State 1099s online and mail hard copies to vendors. Update accounts and documents requested by the IRS on a yearly basis.

Execute new vendor creation and maintain vendor records in a filing system.

Support Fixed Asset record keeping as required. Maintain vehicle inventory, files, and titles.

Prepare and enter journal entries to process intergovernmental service (IGS) invoices from one county department to another and adjust any accounts payable entries.

Issue purchase orders. Maintain relationships with vendors. Maintain supply stores and cost out bills.

Set up gasoline accounts. Perform other duties related to county purchasing as directed.

Upload checks to the bank website. Log in the check register. Provide weekly check register to the Board of Commissioners for approval. File all check registers for each fiscal year.

Assist with sales tax refunds, annual audit process, and reporting as requested.

Perform mail room duties such as distributing and processing mail, adding postage to postal equipment, and billing out costs to departments. Coordinate functions with others as appropriate.

Create and maintain process documentation for all county processes conducted on a routine basis in accordance with Continuity of Operations Planning standards.

Respond to departmental requests, questions, and concerns regarding accounts payable in a timely manner and with a constructive customer service approach.

Perform assigned cash handling duties in accordance with the County's Cash Handling Standards. Perform various administrative support duties, such as filing, answering telephones, and assisting employees.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.



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Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Accounting Services Manager who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree in accounting or related field plus two years' experience in accounts payable or general accounting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of accounting reports and analyses.

Skill in financial or accounting software programs, web-based banking systems, and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.
- Perform accurate data entry and mathematical and accounting calculations.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***