



## Salt Lake County Job Description

### Accounts Receivable/Payable Coordinator

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**DEPARTMENT:** Organization-wide

**DIVISION:** 0000

**JOB CODE:** 372 **GRADE:** 12

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 10/15/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Monitors accounts payable and receivable functions and accurately maintains records for the Division. Monitors capital asset inventory reports and manages controlled asset database. Maintains account systems, assigns project numbers, and monitors data entered into the system.

#### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited college or university in Business Administration, Accounting, or other closely related field, plus one (1) year of business management; OR an equivalent combination of education and experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Completes initial billing, account credits, delinquent account collection, credit policy compliance, vendor account reporting, transaction monitoring, and corrections. Prepares external billing records, accounts receivable, and aging reports. Ensures payment of past due accounts.
- Verifies and ensures accuracy of all accounts and transactions.
- Maintains computerized database records and establishes and monitors internal protective controls. Controls all required form activities.
- Performs necessary research for the surplus or transfer of custody of assets. Manages capital and controlled asset inventory reporting, including periodic physical inventories, and ensures the integrity of all information within reports.
- Assigns project numbers, manages the project alphanumeric system, finalizes and reviews the work orders.
- Manages data input and reviews and controls all data analysis for CDS. Assists as liaison with I.S for any program issues or necessary changes or updates.

#### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

##### **Knowledge of:**

- Computer software and programs related to job specific duties

- Basic business math
- Accounting methods, techniques, and procedures
- Statistical analysis procedures
- Principles of Public Relations and Customer Service
- Cash handling procedures
- Basic collection, contract, and business law

**Skills and Abilities to:**

- Operate and input correct information into various computer systems
- Use a computer and office equipment related to job specific duties
- Produce reports, graphs, and other written reports on a regular basis
- Communicate effectively, both verbally and in writing
- Work independently with minimal direction from supervisors
- Follow written and oral instructions

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised: 01/16/2017/MB