



Salt Lake County Job Description

Accounts Payable Coordinator

DEPARTMENT: Mayor's Office

JOB CODE: 684 **GRADE:** 012

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: Mayor's Financial Administration/1022

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 01/01/2016

JOB SUMMARY

Performs a variety of complex and difficult accounts payable auditing and compliance work. These positions audit payment requests from departments ensuring compliance with County policies and procedures, verify accuracy, appropriate documentation, and authorized approval. This process is the final approval level before invoices are paid; providing the final opinion on what is appropriate use of taxpayer dollars.

MINIMUM QUALIFICATIONS

Associate's Degree from an accredited college or university in accounting, business or a closely related field; OR two (2) years of accounts payable experience required.

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.

- Audits payment requests from County departments including, but not limited to validity, ownership, compliance with County policies and ordinances, proper authority, clerical, accuracy, expired contracts or agreements, correct accounting distribution, and amount.
- Distributes general warrants.
- Assists in training County employees within each department who are authorized to submit invoices to Mayor's Finance for processing.
- Assists County personnel in correcting errors related to payment requests.
- Audits and verify invoices and prepare payment for recommendation of approval/denial.
- Ensures that all payments are recorded correctly in accordance with IRS & HIPAA requirements.
- Communicates with vendors and other outside agencies; responds to citizens and management requesting payment related information.
- Responds to inquiries, complaints, and GRAMA requests for payment-related non-confidential information.
- Researches stale dated general warrants to determine if they should be submitted as unclaimed property.
- Reviews and checks records, forms, and other documents for accuracy, completeness and conformance to State statutes, County ordinances and/or County procurement policies and procedures.

- Maintains the petty cash/imprest records for all agencies including the processing of all requests for new accounts, changes to existing accounts or account closures.
- Monitors, reconciles and ensures correct balance and activity are recorded in the PeopleSoft financial system for the petty cash control accounts.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Governmental accounting as related to accounts payable
- Business law, Federal, State and County laws and regulation relating to accounts payable
- IRS Regulations for 1099 tax reporting
- Web based financial systems
- General computer operations
- Microsoft Office Excel and Word on an intermediate level
- Business English and mathematics

Skills and Abilities to:

- Read and interpret written policies, procedures and contracts
- Communicate effectively both verbally and in writing
- Perform basic mathematical computations
- Reconcile accounts/statements
- Resolve problems under stressful conditions, adhere to deadlines, and be flexible
- Search State/County contracts using tools provided on the County's intranet
- Research State/County contracts, i.e. terms & conditions
- Establish and maintain effective working relationships with employees, departments, vendors and the general public
- Reconcile and research errors independently
- Understand payment transactions in terms of accounting codes and classifications; determine proper accounting codes and classifications for transactions
- Act independently and work with little supervision or guidance

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017 TF