

Spotsylvania County, Virginia

Classification Description



Classification Title:	Accounting Technician II (Accounts Payable)
Department:	Various
Reports to:	Accounts Payable Supervisor
Pay Grade:	G13
FLSA Status:	Non-Exempt

JOB SUMMARY

Under limited supervision, performs accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records. Work requires a basic understanding and application of general accounting practices and controls. This is the second level of a three level technical support series. Work that is process oriented (moving transactions through a series of steps to maintain accounting records) where the employee codes transactions, resolves discrepancies and balances accounts distinguishes this class from the lower level. Working with related and less complex processes under established methods distinguishes this class from the next higher. Exercises independent judgment, discretion, and problem solving in performing work that is frequently non-routine.

ESSENTIAL JOB FUNCTIONS

Accounts Payable:

- Prepares and processes invoices and other financial documents into the County's accounting software system.
- Reviews all invoices and compares them to applicable purchase orders and receiving documents for accuracy.
- Ensures invoices are properly authorized and in compliance with county policies and procedures.
- Reviews vendor statements; communicates with departments regarding missing, past due, and problem invoices.
- Coordinates with departments to ensure appropriate coding of invoices to the general ledger.
- Posts subsidiary accounts payable batches to the general ledger.
- Voids and reissues checks upon request.
- Ensures credit memos are tracked and applied.
- Reviews vendor invoices for discount opportunities and ensures they are applied.
- Processes weekly check runs and coordinates with the Treasurer for signature and printing.
- Maintains payable filing system. Categorizes each paid invoice for manual or electronic retention.
- Processes accounts payable accruals at year-end.

- Performs customer service functions that include receiving and responding to written and verbal inquiries from external and internal customers.
- Serves as backup for other Accounting Technicians when necessary.
- Performs other related duties as required.

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.

MINIMUM EDUCATION AND EXPERIENCE

High School Diploma or equivalent, with supplemental college level coursework in accounting and three (3) years of experience in accounting work with computerized systems; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.