



ISLE OF WIGHT COUNTY
invites applications for the position of:

Accounts Payable Technician

SALARY: \$37,604.00 - \$48,885.00 Annually

OPENING DATE: 03/18/22

CLOSING DATE: Continuous

DESCRIPTION:

The Accounts Payable Technician reviews and processes accounts payable vouchers to ensure accuracy, budget availability, procurement and county policies are being followed and issues checks to vendors. Responsible for accounts payable administration, and for PCard and E-Payables processing.

EXAMPLES OF DUTIES:

- Reviews and processes accounts payable vouchers;
- Issues checks and EFTs;
- Performs all duties associated with PCard and E-Payables processes.
- Reviews general ledger for budget compliance within departments and prepares reports as requested;
- Provides assistance for County payroll functions as needed;
- Prepares Excel spreadsheet(s) for data analysis;
- Prepares 1099 forms for vendors and federal reporting of 1099 information;
- Responds to County department budget inquiries and vendor questions as required;
- Performs other related duties as assigned.
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

Physical Demands:

The work is sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination of experience and education accepted toward five (5) year education/experience requirement. Associate's degree, or two (2) years of formal education/training/certification, and three (3) years of work experience preferred. Local government Accounts Payable experience preferred.

Licenses or Certifications:

Virginia Retirement System Navigator Certification preferred.

SUPPLEMENTAL INFORMATION:

This position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

Position #1
ACCOUNTS PAYABLE TECHNICIAN
LT

17090 Monument Circle, Suite 108
Isle of Wight, VA 23397
(757) 357-6656

hrdept@isleofwightus.net
