Posting:	
Posting Type:	Internal & Open Announcement
Closing Date:	Monday, April 23 at 5:00 pm
Starting Wage:	$12.93/hour at Step I Full Time Position with Full Benefits Package
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ◆ Brookings County Courthouse ◆ 314 6th Avenue ◆ Brookings, SD 57006.

POSITION TITLE	Accounts Payable Officer
GRADE	N5
FLSA STATUS	Non Exempt
REPORTS TO	Brookings County Auditor

DESCRIPTION OF WORK

General Statement of Duties

Performs a variety of accounts payable, general office, and fiscal duties in maintaining records filed in the County Auditor's office.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Responsible for source documents (invoices/vouchers) which reflect all financial transactions of the County to include receipt of vouchers, data entry, commission approval, check issuance, storage of vouchers/carbon copies of checks, along with all retention rules.
- Maintains vender invoice edit, cash requirements, accounts payable check register for all vouchers and prepares the claims for the official minute record.
- Maintains records of liens involving care of poor, mental illness, jail costs and court appointed attorney.
- Prepares, records, and distributes IRS 1099 forms.
- Maintains fixed asset inventory control to include physical inspections and reference listing(s) for Insurance purposes.
- Maintains E-911 records and responsible of payments received.
- Responds to surveys and reports from various levels of governmental and private organizations.
- Maintains files on wetlands and distributes funds.
- Maintains records of fire insurance and distributes funds.
- Assists with processing juvenile payments and charges, and out of county court appointed attorneys.
- Assists with compiling information for levy requests, township lists, and preparation of the annual report.
- Assists with voter registration and absentee ballot requests as needed.
- Assists with general office duties to include typing, filing, receptionist duties, answers the telephone and walk-in inquires directing traffic to appropriate personnel.
- Sorts and distributes County mail to the appropriate personnel.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive, professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of modern office practices, procedures and equipment including computers, scanner, calculator, fax machine, copy machine, etc.
- Knowledge of state laws governing the operation of the County Auditor's office desired.
- Working knowledge of computers and their peripherals required.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations rapidly and accurately.
- Ability to establish and maintain effective relationships with employees, other agencies, and the public.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Willingness and ability to undertake such specialized training and/or education as may be needed to effectively perform duties and responsibilities as required.
- Knowledge and skill in the use of computers and computer software programs to include Microsoft Office Products (Word, Excel, Access, Powerpoint, Internet Explorer, Outlook) and experience in the use of an IBM AS/400 system.

Education

- Graduation from high school or GED to include course work in modern office practices.
- Additional education in relevant field desired.

Experience

- Minimum of two (2) years bookkeeping experience.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

_____ _____

Commission Chairperson *Date*