

THE OHIO COUNTY COMMISSION

JOB POSTING / CAREER OPPORTUNITY

POSITION TITLE:	Accounts Payable Specialist
REPORTS TO:	Assistant Finance Director
SUPERVISES:	Not a supervisory role
FLSA EXEMPTION STATUS:	Full-time, salaried, non-exempt
SALARY:	Commensurate based on experience
BENEFITS:	Health, life, dental and vision insurance, pension
START DATE:	Within two weeks of offer (unless otherwise agreed)

SUMMARY AND PURPOSE:

The Accounts Payable Specialist is responsible for day-to-day financial transactions including accounts payable, credit card reconciliations, preparation of purchase orders and change orders and various other transactional and accounting related responsibilities as may be directed by the Director/Assistant Director of Finance. The Accounts Payable Specialist must maintain confidential information and exercise discretion in executing essential functions and must be able to work independently and within a team, while following through on assignments in a timely manner with minimal direction.

ESSENTIAL FUNCTIONS:

1. Analyzes and processes accounts payable in a timely manner.
2. Conduct coding of items, such as, but not limited to, invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial accounting system.
3. Handles all vendor correspondence via telephone or email.
4. Investigates and resolves problems associated with processing of invoices.
5. Prepares check requests, wire transfers, and ACH transactions.
6. Reconciles various accounts on a monthly basis, bringing any discrepancies to the attention of the Assistant Finance Director.
7. Receives, researches, and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
8. Files, maintains, and distributes accounting documents, records and reports.
9. Assist in compiling information and preparing responses to auditors during the annual external audit.
10. Assists with monitoring and reporting for the Procurement Card program.
11. Performs other duties as required by management.

POSITION REQUIREMENTS:

1. Associates degree in Business, Accounting, or Finance. Bachelor's degree is a plus.
2. 2 years of experience in an accounts-payable role.
3. 2 years of experience using financial/accounting software packages.

4. Exceptional written and verbal communications skills, including effective interpersonal and collaboration skills.
5. Attention to detail and accuracy.
6. Finance role in a government agency or other not-for-profit organization is helpful.
7. Proficient in Technology, including Microsoft Outlook, Excel and Word. Should be a higher end user of Excel.
8. Ability to multi-task.
9. Open to change and willing to learn new skills.
10. Ability to follow up on pending issues.
11. Ability to meeting deadlines.
12. Completing other duties as may be assigned or directed.

PHYSICAL/MENTAL REQUIREMENTS:

1. Uses a computer approximately 6 – 7 hours per day.
2. Perform with frequent interruptions.
3. Perform effectively under conditions of fluctuating workload.
4. Uses telephone and email to communicate with consultants, contractors, banks, and co-workers, approximately 2 hours per day.
5. Work at desk approximately 7 – 8 hours per day.
6. Bends and stoops approximately 1 hour per day for filing/records maintenance.

OTHER:

The successful candidate must:

1. Consent to a pre-employment Criminal Background Check which shows no felony convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal drugs or legal drugs for which the candidate does not possession a prescription from candidate's health care provider.

APPLICATION:

Interested applicants must submit their letter of introduction, resume and three (3) references to the Ohio County Commission, City County Building Room 215, 1500 Chapline Street, Wheeling, WV 26003 not later that the end of the business day on Monday, December 13, 2021.

Equal Opportunity Employer