

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon-Bibb County**

POST DATES: 01/27/2015 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: ACCOUNTS PAYABLE TECHNICIAN		
JOB CLASS (GRADE):		HOURLY RATE: \$13.99
WORK WEEK: M – F		WORK HOURS: 8:30 am – 5:30 pm
DEPARTMENT: Finance		
DEPT. HEAD: Christy Iulicucci	(X) REPLACEMENT	() NEW REQUIREMENT

Job Summary:

The Accounts Payable Technician is responsible for a variety of tasks in the accounts payable process including reviewing invoices for accuracy and completeness, processing invoices for payment, posting transactions to accounting system, and drafting payment checks and vouchers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes invoices for purchase orders. Includes stamp dating, alphabetizing, and filing of invoices; verifying all purchase orders received from purchasing; and invoicing items on purchase orders.
- Processes invoices and disbursements for direct pays. Includes initial review, organizing, and stamp dating; processing direct pays for payment.
- Creates and prints Expenditures Approval Listing and checks.
- Transmits daily check report for positive pay file upload.
- Regularly interfaces with Purchasing regarding adding or changing vendor information as necessary.
- Regularly interfaces with the Purchasing Department to discuss payments.
- Processes monthly purchasing card transactions.
- Receives, reviews, and processes travel advance / reimbursements including review for mathematical accuracy, coding, and whether request is within guidelines or travel policy.
- Assists in processing 1099 forms.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Accounts Payable Technician must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of financial guidelines and processes.
- Ability to accept directions and follow procedures.
- Ability to resolve problems in a timely, efficient, and effective manner.
- Proficiency with the use of computers, including basic office programs.
- Ability to plan, coordinate, and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Accounts Payable Technician should possess, at a minimum, a high school diploma; three years' relevant experience; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Accounts Payable Technician is required to travel infrequently but may be required to do so on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, public officials, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires

extensive contact with other employees and the general public often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

Please complete the General Application on our website or pick up an application at our office located at 682 Cherry Street, 4th floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer