

**Comal County  
Job Description**

**Job Title:** Accounts Payable Clerk  
**Department:** County Auditor  
**Employee Name:**  
**FLSA Status:** Nonexempt  
**Prepared By:** County Auditor  
**Approved By:** Commissioners Court

**Job Code Number:** 180  
**Salary:** N9  
**Employee ID:**  
**Reports To:** County Auditor  
**Prepared Date:**  
**Updated:** 09/16

**SUMMARY**

This is a responsible position requiring independent judgement. This position performs a variety of moderately complex bookkeeping and accounting tasks. Must possess a thorough knowledge of accounting and auditing procedures in all aspects of accounts payable for the County in order to maintain scheduled deadlines. Must insure that all billings are audited and all claims are legal and legitimate obligations of the County. Resolve invoice discrepancies.

**SUPERVISION RECEIVED**

Works under the general supervision of the County Auditor

**SUPERVISION EXERCISED**

None generally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Daily review of accounting documents such as cash reports, invoices, requisitions, purchase orders, court appointed claims, expenditures, travel reimbursements etc. for proper accountability, as required by the departmental budget.
2. Must ensure the accurate and timely process of all claims presented for processing to the County Auditor and Commissioners Court.
3. Create and maintain necessary manual and/or computerized files and filing systems.
4. Distribute and/or record and process outgoing and incoming mail.
5. Performs office support work for the Auditor's Office such as answering and directing telephone calls to the appropriate personnel and answering questions for visitors.
6. Maintain a correct Vendor W-9 file.
7. Audit monthly telephone bills of basic service, long distance service, copier usage and cell phone services for taxes, incorrect contractual fees, and any additional fees, then disburse to respective departments for approval.

8. Assign 3-digit codes on a daily basis and keep an accurate record of codes for billing purposes.
9. Process and disburse checks for refunds, invoice payments on a weekly basis.
10. Regular contact with County Officials and employees, the general public and employees from other governmental entities and various suppliers of goods and services to the county to insure adherence to proper policies and procedures.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

### **MANDATORY QUALIFICATIONS:**

#### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-Year College or technical school; three to five years related experience and/or training; or equivalent combination of education and experience.

#### **DESIRED MINIMUM QUALIFICATIONS:**

Must be proficient in data entry.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit; use hands to

finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of employee: \_\_\_\_\_