

POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA

POSITION: Accounts Payable Clerk
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT IV (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2006

STATUS: Full-time

DATE REVISED: September 2021

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Accounts Payable Clerk for the LaPorte County Auditor's Office, responsible for processing, auditing, and paying a wide range of County claims, including Commissioners, Jury, Highway, Poor Relief, Excess, EMS Refunds, Tourism, and Welfare.

DUTIES:

Receives, audits, and balances claims for assigned departments, separates and file stamps, posts vendor numbers, and enters claims into computer. Assigns warrant numbers on claims, posts warrant numbers, creates final printout, and appropriately files.

Enters transfers of monies and appropriations for individual departments on computer system and annually enters new budgets for departments.

Receipts monies from department, totals, balances, writes quietuses, and routes to appropriate department or individual.

Maintains vendor program, including regularly adding and deleting vendors, and receiving Social Security and/or TIN numbers for 1099's as required.

Receives encumbrances from each department in January of each year. Balances and prepares report to be submitted to County Commissioners for approval. Once approved, enters in computer and balances.

Reviews the Quarterly County Death Reports and remove property tax exemptions as appropriate.

Apply liens received from units of local government to parcels for demolition, grass and weed, and sewer.

Allocate amounts received from settlement to ditch and drain funds.

Opens, sorts, and distributes daily mail to appropriate department personnel.

Answers telephone, determines nature of call, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Assists with other office activities, including assisting individuals at counter and receiving mortgage exemptions.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of and ability to use standardized bookkeeping principles and procedures necessary to properly enter tax exemption refunds into software program.

Knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy and perform arithmetic calculations.

Knowledge of standard filing systems and ability to create and maintain accurate files and records.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to use standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

II. RESPONSIBILITY:

Incumbent performs majority of duties according to a formal schedule, using independent judgment to determine best method to achieve desired results. Errors in judgment or accuracy of work are readily detected through standard bookkeeping checks or by supervisory review. Undetected errors may lead to minor loss of time to department, delay of payments, and inconvenience to general public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and members of general public for the purpose of providing claim information as requested.

Incumbent reports directly to the Auditor.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, including sitting and walking at will, sitting for long periods, keyboarding, speaking clearly, close vision, and hearing sounds/communication. Incumbent may be required to work with or be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Accounts Payable Clerk for the LaPorte County Auditor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name