



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTS PAYABLE SPECIALIST III**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs mid-level accounts payable work. Work involves processing of county invoices and payment in a timely manner. Communicate with County departments regarding purchase orders, invoices and payments. Work may involve grants or Capital Improvement projects with the County. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments. May train and/or oversee other staff.

EXAMPLES OF WORK PERFORMED

- Alerts departments of discrepancies with purchase orders and invoicing
- Verifies account balances for deficiencies
- Advises department regarding procedures for processing of payments
- Submits journal entries for corrections or adjustments to accounts
- Examines claims for validity and completeness prior to invoice entry
- Maintains manual and automated batch log to ensure appropriate release of checks
- Processes void and manual checks
- May work with grant related or special revenue payment processing with categorical threshold limits
- May review and process Capital Improvement payments with special revenue funds
- Interacts with County departments regarding vendor data or policies
- May research historical payments for other departments requesting information
- Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree from an accredited four-year (4) college or university in Accounting

Five (5) years of experience in accounts payable in a governmental or commercial setting

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

General accounting knowledge

Good verbal and written communication

10-key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

Able to utilize all office equipment

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations