HOOD RIVER COUNTY

A Small County with a big mission:
Providing Quality of Life for all.

FLSA Status: Hourly
Union: AFCME 1082
Work Comp Code: Office Clerical-8810
EEO: 1-Financial Administration
Salary Range: 2A
Last Update: August 2022

JOB TITLE	Accounts Payable Clerk

Job Summary

Processes invoices and issues payments to vendors. Performs data entry and verification, maintains related documentation and records, responds to customer inquiries and researches and resolves issues.

Essential Duties

- Enters, uploads and verifies invoices and payment requests into the accounts payable system.
- Prepares and performs check runs, including mailing, voiding, and reissuing checks.
- Researches and resolves invoice discrepancies or other accounts payable issues.
- Maintains vendor information files.
- Generates annual 1099 tax forms.
- Assists customers via phone, email or in person.
- Enters journals for payroll deductions, public works fuel invoices and others as necessary.
- Performs other duties as assigned.

Knowledge and Skills

- Knowledge of accounting practices, including the ability to read and understand accounting entries.
- Knowledge of standard office practices and methods.
- Knowledge of office equipment and standard computer programs.
- Skill in basic math and attention to detail.
- Skill in operating a variety of computer and other office equipment.
- Skill in providing customer service to both internal and external customers.
- Skill in grammar and composition to communicate effectively both orally and in writing.
- Skill in identifying and resolving problems.
- Ability to multi-task and meet deadlines.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

Minimum Qualifications

- High school diploma or GED.
- One year of related experience in bookkeeping or accounting.
- Or an equivalent combination of directly related education and experience.

Supervision Received and Exercised

- Supervision Received: Budget & Finance Director
- Supervision Exercised: None

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor environment. Employees are frequently exposed to typical non-physical office demands. Employees perform sedentary work.