

CRAIGHEAD COUNTY JOB OPENING

Accounts Payable Clerk

POSITION	Craighead County Clerk – Accounts Payable Clerk
DATE OPENED	08/28/2023
FILING DEADLINE	09/01/2023
EMPLOYMENT TYPE	Full Time
WORK LOCATION	County Clerk's Office, 511 Main Street, Jonesboro

GENERAL DESCRIPTION OF POSITION

Oversees the acceptability of claims and reports any errors to the parties affected by those errors to ensure accurate accounting of county monies. Acts as the liaison between the County Judge and County Clerk for all Accounts Payable and claim inquiries.

JOB RESPONSIBILITIES

- Oversees the acceptability of claims and reports any errors to the parties affected by those errors to ensure accurate accounting of county monies.
- Responsible to the entry of all claims into the Apprentice Accounting Software system and ensures the overall accuracy of all charge outs to the various accounts.
- Acts as the liaison between the County Judge and County Clerk for all Accounts Payable and claim inquiries.
- Acts as the liaison between the County Clerk and County Treasurer for all Accounts Payable and claim inquiries; as well as processing of checks and ensuring the payment processing of all claims.
- Processes all W-9's as needed to accurately process 1099's at years end.
- Ensures the accuracy of claim records and processing of all FOIA requests as received concerning those claims.
- Responsible for counting the deposit twice a week (Monday and Thursday) in order to segregate duties from the front office.
- Perform any other related duties as required or assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four-year college degree, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals. Ability to speak effectively before groups of customers or employees.

PHYSICAL ACTIVITIES

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

BENEFITS

Craighead County offers health insurance for the employee at no cost with the option to include dependents. You can also elect to enroll in dental, vision, voluntary life, and a flexible spending account but will be responsible to pay the full premium for these benefits. The County provides a \$10,000 life insurance policy through The Standard. The County uses APERS for its pension plan with the employee contributing a mandatory 5.5% and the County contributing 15.32%. Paid time off is accrued at .03 hours per hours worked for vacation and personal time. Vacation time can be taken after one year of service. There are approximately 11 paid holidays per year.

FURTHER INSTRUCTIONS

To apply for this position you may submit an application or resume via fax to (870) 933-4504 Attention: HR with the subject Accounts Payable Clerk or by email to hr@craigheadcounty.org with the subject Accounts Payable Clerk by the close of business on September 1, 2023. Resumes can also be mailed to Craighead County Judge's Office, Human Resources, 511 Union Street, Suite 119, Jonesboro, AR 72401. Please make sure you reference Accounts Payable Clerk in your cover letter.

As an equal opportunity employer, Craighead County is committed to recruiting, retaining, and promoting employees who are reflective of the County's diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.