

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Accounts Payable Coordinator

Salary Range: \$17.43 - \$24.12 per hour

Department: Finance

Dependent upon experience

Status/Shift: Full Time/Non-Exempt

Posted: 12/4/2018 - Until Filled

GENERAL SUMMARY:

With minimal supervision, performs professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for County activities. Compiles and processes accounts payable transactions for all County departments.

ESSENTIAL JOB FUNCTIONS:

Coordinating the Accounts Payable process for the County, including but not limited to, accounts payable invoice entry, review of departmental A/P warrants, and processing of checks for approved payables. Maintains funds or accounts; Prepares reports or reconciliations Completes projects of average difficulty; Maintains excellent internal and external communications to ensure timely completion of work and working relationship with both internal and external sources; Ensures that the County remains in compliance with applicable county, state, and federal laws and policies that apply to the work performed; Reconciles and oversees timely issuance of required documents such as 1099-MISC forms, internal reconciliations, reports or forms; Reconciles general ledger and liability accounts, processes month-end balancing and journal entries.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required; actively participates in cross-training to ensure adequate backup and staffing needs of the finance department. Services as a back-up to other finance positions.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of business and accounting principles
- Bachelor's degree in accounting or related field
- Three to Five years of related experience in government accounting

WORKING CONDITIONS/PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk; sit; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Submission Requirements: Employment application, resume and cover letter required.

Apply to: Human Resources Department Email: Careers@co.rockingham.nh.us

Mail: Rockingham County Rehabilitation & Nursing Center, 117 North Road, Brentwood, NH 03833

Applications are available:

1. Online at www.rockinghamcountynh.org
2. In person at Human Resources, 111 North Road, Brentwood, NH
3. In person at County Complex - Receptionist, 117 North Road, Brentwood, NH

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.