

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Accounts Payable Coordinator

Wage Range: **\$17.43 - \$24.12**

Department: Rockingham County Finance Office

Dependent on Experience

Status/Shift: Full-Time, Non-Exempt

Posted: 02/25/2019

Closing: Until Filled

Purpose/Scope:

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:

Coordinates 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

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.

Actively participates in cross-training to ensure adequate backup and staffing needs of the Finance office.

Serves as a back-up to other Finance positions.

Critical Outcomes:

To coordinate the organization-wide accounts payable process in a way that is efficient and accurate.

To provide timely, friendly responses to internal and external inquiries related to the processing of payables.

To employ critical thinking skills that insure proper internal financial controls are utilized to protect County assets from fraudulent activity.

Knowledge, Skills, and Abilities 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

Submission Requirements: Employment application and resume are required.

Apply to: Human Resources Department

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

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