



## Allegheny County Controller's Office

### JOB ANNOUNCEMENT

<b>POSITION TITLE:</b>	Accounts Payable Fiscal Clerk
<b>DEPARTMENT/DIVISION/SECTION:</b>	Accounting Division
<b>REPORTS TO:</b>	Fiscal Lead and Operations Manager
<b>FLSA STATUS:</b>	Union

#### OVERVIEW:

The role of the accounts payable fiscal clerk in the Accounting Division of the Controller's Office is to ensure that submissions of contracts, purchase orders, vouchers, and travel reimbursements are audited and processed efficiently and accurately according to the policies and requirements of the Allegheny County Controller's Office.

#### MINIMUM REQUIREMENTS:

- High school diploma or GED; an Associates Degree in accounting, finance or business management is preferred.
- 1 year data entry experience; 1-3 years accounts payable or related experience preferred.
- Willingness to participate in training and the ability to learn a variety of accounts payable functions.

#### POSITION SUMMARY:

The Controller's Office is currently in need of an Accounts Payable Fiscal Clerk to process purchase orders for payment. This position involves the timely and accurate processing of invoices received via email and mail. The ideal candidate will have a strong attention to detail, excellent organizational skills, and the ability to collaborate effectively with other employees in the Controller's Office, employees in other County departments and external vendors.

With training, and as the need arises, the Purchase Order fiscal clerk will be assigned duties or special projects related to any one of the accounts payables sections within the Controller's Office.

#### DUTIES:

Core duties and responsibilities for the current opening include the following:

- Retrieve and review invoices from AP email or mail
- Verify receipt of items in JDEdwards (the County's financial system, an Oracle product)
- Reconcile questionable vendor invoice items or pricing and receiving inconsistencies.
- Enter all invoices/credit memos in JDEdwards.
- Analyze and track vendor statements monthly; prepare an analysis of invoices outstanding when requested.
- Respond to all vendor and employee inquiries regarding invoices and check requests in a timely manner.

#### OTHER DUTIES:

- Election payment processing.
- Prepping and scanning of incoming documents as needed.
- Participate in cross-training within the Accounts Payable Section.
- Typical office duties such as answering phones and filing documents.
- Other duties as assigned.

**ABILITY TO:**

- Work independently with little or no direct supervision.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion.
- Work under pressure while being detail-oriented and organized.
- Learn and work comfortably with the County's enterprise content and process management software and database management programs as needed (Onbase, JDEdwards, DocuSign).
- Retain information (accounting principles and government regulations) and build on accounts payable knowledge.
- Represent the Controller's Office in inter- and cross-departmental communication.

**SUPERVISION RECEIVED:**

Supervision is provided by Operations Manager and Assistant Managers. However, upon completion of training, employees will be expected to complete appropriate and assigned work in a timely manner with indirect supervision from appropriate management.

**SUPERVISION EXERCISED:**

While employees will not have direct reports, they may be asked to assist with the training of peers.

**WORK ENVIRONMENT:**

Typical office environment.

**PHYSICAL DEMANDS:**

Extensive use of computer, telephone, and adding machine / calculator.

**CERTIFICATES / LICENSES:**

None.

**SALARY:**

The starting hourly pay for this position is \$18 an hour. This position is covered by a collective bargaining unit that negotiates for and sets pay standards, including yearly increases.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*