



# Delta County, Texas Employment Opportunity

## **Job Posting Notice**

**Posting Date:** April 20, 2023

**Closing Date:** Until Filled

### **Interested persons shall submit or deliver their application to the following address:**

County Judge's Office, Delta County Courthouse, 200 West Dallas Avenue, Cooper, Texas, 75432

**POSITION:** County Administration Officer (Accounts Payable)

**COMPENSATION:** \$13.55 per hour

**BENEFITS:** TCDRS Retirement, Paid Leave

**EMPLOYMENT STATUS:** Non-Exempt

**SUPERVISOR:** County Judge

**WORK HOURS:** Monday through Friday, 8 AM – 5 PM, or as otherwise assigned.

### **DETAILS:**

The County Administration Officer (Accounts Payable) is an administrative position, under the direction of the County Judge, responsible for facilitating, maintaining, and performing functions related to accounts payable, inventory and asset management, purchasing, and procurement, acts as a liaison and point of contact for various administrative programs such as the County's property insurance coverage, and performs other accounting, budget, or administrative related functions as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist and support other departments as assigned.
- Oversee and coordinate the sale, reissue, and/or destruction of the County's surplus property; organizes the delivery of surplus items to auction.
- Manage, maintain, and process weekly accounts payable.
- Act as a liaison between vendors, staff, and the Commissioners Court to ensure that both internal and external purchasing practices and policies are followed.
- Responsible for managing accounts payable items including vendor files, coding invoices, and obtaining financial data for accounting records.
- Perform accounts payable functions, including but not limited to verifying incoming accounts payable documents (invoices, expense reports, check requests, construction payment applications, etc.) for accuracy, entering and processing payables, and creating and auditing accounts payable reports for the bi-weekly check run.
- Act as a liaison between departments and vendors, including communicating frequently and courteously with County staff and vendors both verbally and in writing regarding accounts payable matters related to invoices and procurement card receipts.
- Responsible for all accounts payable documentation.
- Maintain an accurate inventory of fixed assets, including depreciation of assets and any requisite reporting.

- Manage, oversee, and serve as the primary point of contact for property insurance on county-owned buildings, real property, vehicles, and equipment. This includes facilitating the timely filing of related claims, submitting renewals, and ensuring accurate, up-to-date coverage on applicable property/assets.
- Assist with developing, implementing, overseeing, and maintaining new or existing budget, procurement, and purchasing processes.
- Manage year-end vendor records, including 1099 reporting.
- Upload financial reports, utility usage reports, budget-related items, and accounts payable reports to the County's website.
- Perform other duties/functions as may be assigned or required.

### **REQUIRED SKILLS AND ABILITIES:**

- Must possess and maintain good customer service and interpersonal skills.
- Knowledge of governmental operations at the county level
- Knowledge and skills in math comprehension and reading.
- Ability to operate basic office equipment including but not limited to calculators, computers and software programs, postage machines, copiers, and printers.
- Knowledge of budgeting, accounting, and accounts payable principles and processes, applicable statutes, technology, procedures, and inventory or asset control principles and methods
- Knowledge of/and ability to create and maintain spreadsheets.
- Ability to follow oral and written instructions.
- Ability to schedule projects and meet deadlines as needed.
- Skilled in problem-solving.
- Communicate effectively both verbally and in writing with other County employees, vendors, other governmental entities or contractors, and the public.
- Perform work independently with a minimal amount of supervision.
- Effectively deal with the public and co-workers in a professional and positive manner consistent with the requirements of being a public servant.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Skill in the use of various computer or web-based software, including but not limited to e-mail systems, Microsoft Office 365, SharePoint, accounting software, inventory and asset management software, electronic records databases, teleconferencing applications, and website content upload.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent (GED)
- One (1) year of prior related work experience is strongly preferred.
- Must have a current valid Texas driver's license.

### **ESSENTIAL PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to exert medium physical effort in medium work, which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks may involve extended periods of time climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion at a keyboard or workstation.