

The Willacy County Auditor's Office will be accepting applications for an **Accounts Payable Assistant** Temporary position to assist in the efforts of processing American Rescue Plan Act (ARP) project requests, purchasing process, and record retention.

**Job Description:**

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Comply with federal, state, and company policies, procedures, and regulations
- Compile and verify data or documentation
- Prepares spreadsheets to track expenditures for correct allocation to departments.
- Maintain and file financial or account records
- Performs general clerical duties: operate office equipment, attend telephone calls, prints, scans, creates and uploads electronic documents
- Ability to establish and maintain effective working relationships with employees and others contacted in the course of work
- Other duties as assigned

**Qualification:**

- High School Graduate or GED with minimum one-year related experience
- Knowledge of basic bookkeeping principles, accounts payable and purchasing processes.
- Customer Service and great communication skills
- Preferred education and experience in the accounting profession.
- At least six months experience with WINDOWS environment to include EXCEL spreadsheets, Microsoft WORD, and Outlook. Use calculator (by touch) at medium speed.
- Position requires the ability to work accurately under pressure and meet deadlines.
- Candidates with equivalent combination of experience and training, which provides the required knowledge, skills and abilities will be considered.

**Benefits:**

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

**Hours:**

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department.

**Base Salary:**

Up to \$31,200 annually.

If you wish to apply for an **Accounts Payable Assistant**, please send a resume, transcript(s), or certificate and completed application by email to Carmen Maldonado @ [maria.maldonado@co.willacy.tx.us](mailto:maria.maldonado@co.willacy.tx.us). All applications will be accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.