

**Willacy County**  
Job Description  
**Accounts Payable Assistant**

**GENERAL STATEMENT OF DUTIES:** Perform various bookkeeping and clerical duties in support of the County's Accounts Payable functions such as, but not limited to, the overall computerized processing of Accounts Payable and Purchase Orders, and Other Related Functions as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare required reports for County Auditor, State, and Federal Agencies i.e. 1099 forms, sales tax exempt forms, etc.
- Work involves reviewing and processing daily and monthly requisitions/invoices along with supporting documentation to ensure legal compliance with state statutes, contracts, and internal policies and procedures; investigating and resolving discrepancies, if any; and processing invoices for payment after review and discrepancies have been resolved.
- Verifies dates, amounts, vendors, addresses, adequate budgeted funds are available for payments before submitting for approval, and that expenditures are recorded against the appropriate general ledger accounts.
- Issue checks (payment) once invoices are approved for timely payment of vendors.
- Communicates with departments and resolves any matters related to invoices submitted for payment.
- Responsible for establishing and maintaining vendor files, including any remittance, update vendor contracts, W-9 forms, and/or name updates as needed. Statement reconciliation with vendors on an as-needed basis.
- Orders and maintains Auditor's office supplies inventory.
- Prepare voids & journal entries on an as needed basis to adjust any accounts payable entries.
- Prepares spreadsheets to track expenditures for correct allocation to departments.
- Prepare meeting payment packet for commissioners' court meetings.
- During the County's annual audit process, assist with sample pulls during field visits and year-end payable entries.
- Maintains abreast of Willacy County Purchasing Policies and Procedures and other policies and procedures of a financial matter related to invoices submitted for payment.
- Perform various clerical support duties for Auditor's office, such as County-wide mail handling, departmental filing, processing department correspondence and answering telephones.
- Performs a variety of marginal duties not listed and to be determined and assigned as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- High School Graduate or GED required
- Minimum one-year experience in a professional setting.
- Preferred education and experience in the accounting profession.
- At least one-year experience involving Computerized Accounts Payable.
- At least six months experience with WINDOWS environment to include Microsoft WORD, EXCEL and Outlook.
- Candidates with equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

**KNOWLEDGE, SKILL AND ABILITY:**

- Considerable knowledge of office procedures, Basic Bookkeeping Principles, Accounts Payable, and Purchasing.
- In depth familiarity with the use of computers of computers, related equipment and software, including Microsoft Word, Excel and Outlook.
- Position requires the ability to work accurately under pressure and meet deadline
- Must be able to multi-task and adapt to a busy work environment.
- Attention to detail is critical and must be able to maintain focus in situations where many interruptions may occur.
- Ability to correlate and evaluate a large volume of written and numerical data and to prepare accurate reports.
- Ability to perform accurate & efficient data entry and mathematical and accounting calculations and provide change.
- Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered.
- Ability to deal effectively and professionally with co-workers, with people of all levels of the county, and with people having business with the county.
- Skill to effectively communicate with others (verbally and in writing).
- Skill to type data entry at a medium/high speed with accuracy and efficiency.
- Usage of calculator (by touch) at medium speed.

**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.

If you wish to apply for the Accounts Payable Assistant position, please send resume, transcript(s) or certificate and completed application by email to [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.