



**POSITION AVAILABLE:**

**Accounts Payable Specialist**

**POSTING DATE:** Tuesday, June 28, 2022  
**DEADLINE TO APPLY:** Open Until Filled

**DEPARTMENT:** Portage County Auditor's Office  
**LOCATION:** 449 S. Meridian St., Ravenna, OH  
**WORKING HOURS:** Monday – Friday, 8:00am to 4:30pm  
**SALARY:** \$17.98 – 24.86 / Commensurate with experience

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**JOB OBJECTIVES:**

The Portage County Auditor's Office is seeking a qualified candidate to fill the position of Accounts Payable Specialist. The Accounts Payable Specialist position is responsible for processing all monies into and out of the County Treasury. Incumbent bides by and enforces policies and procedures for the County Auditor, County Commissioners, Ohio Auditor of State, and per Ohio Revised Code as they pertain to financial transactions at the County level and functions as a liaison between the County Auditor and all other County Departments for the purpose of proper accounting within the chart of accounts.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting or related field is required, along with five years of experience in government accounting. An equivalent combination of education and experience may be substituted for the degree.

**EXAMPLE OF DUTIES:**

Responsible for the audit of payables for all departments under the expenditure authority of the Board of Commissioners and those under the appropriating and/or expenditure authority of another County Board; ensure accuracy of entry, correctness of general ledger account used, adherence to policies and procedures, both internal and external; work with departments to resolve any issues with their invoices batches. Prepare and maintain two (2) separate check runs per week; prepare the warrant report for submission to the Board of Commissioners, prepare warrant report for outside County Boards; balance invoice batches with the accounts payable postings in the financial system, trouble-shoot discrepancies, prepare other required documents for signature of County Auditor prior to submission to the Board of Commissioners and/or outside County Boards. Organize and sort invoices in preparation for final processing; print checks, imprint signature of Auditor onto checks, seal/fold, align invoices with check copies, mail and/or organize pick-up of checks. Create and file payment vouchers; maintain and create file folders for vendors and various program activities related to payment vouchers. Coordinate the processing of wire and ACH payments with specific departments and the County Treasurer. Research payments made at the request of departments and/or vendors, determine necessity to cancel/void payments; communicate and coordinate with the County Treasurer. Assist vendors with billing inquiries. Maintain and review vendor forms, as provided by Internal Services; make corrections to entries, as needed. Review, print, and post daily receipts report and Form 6 posting from the County Treasurer. Complete 1099 reporting for the County; balance and check 1099 information in the financial system, print and disseminate 1099s to recipients, and submit file to the IRS; respond to inquiries from the IRS, research and follow up with corrective action, as required. Review and reconcile billing statements and invoices for payment of materials, supplies, and services purchased by the department. Verify the data entry correctness of all incoming contracts to the Auditor's Office from Internal Services; confirm and/or provide required audit searches from various databases; balance purchase order report from Internal Services with the Auditor's report; confirm certification. Aid departments with queries regarding requisitioning and encumbering funds, invoice payments, policies, and procedures. Review entry of and post journal entries to the general ledger upon approval of the Board of Commissioners and/or the County Auditor. Manage and maintain the unclaimed monies list for the County; research uncashed County warrants, correspond with departments, vendors, and the County Treasurer; respond to inquiries pertaining to unclaimed monies from departments and the public. Aid the Director of Fiscal Operations by way of recording all invoices paid in current fiscal year from the prior fiscal year; maintain and update information throughout first quarter of the year. Answer the telephone, direct general inquiries for entire County to appropriate department; answer County Auditor's direct line, screen calls and take messages; greet and assist visitors to the office. Order office supplies and maintain inventory control for the Bookkeeping department. Open and distribute mail for the department/County Auditor. Complete special assignments, projects, or other duties as assigned.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**