



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PAYABLES SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to assist with the management of the Payables division's automated payment program. This position coordinates and performs analysis and interpretation of complex financial data, creates/develops associated financial reports, and performs special projects as assigned. Examples of special projects may include, but are not limited to, assisting with process improvement initiatives, researching best practices, implementing new system processes, and providing training as needed. This position requires knowledge of financial systems and expertise in the use of various reporting and business software. Work requires acute attention to detail, the ability to process and monitor multiple priorities within established time frames, and a strong ability to communicate effectively in both a verbal and written manner.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assists with the revision of contracts as it relates to all automated payment programs; monitors contractor performance and reports any nonconformity to management

Initiates the opening of automated payment accounts and maintain all signer updates

Receives, prioritizes, and coordinates work to ensure that routine and special assignments are accomplished within established schedules

Confers with various internal and external entities in processing and resolving payable issues, i.e., management, internal and external auditors, and department staff

Analyzes and reviews various financial reports and items specific to assigned area for accuracy, regulatory compliance and/or adherence to policies and procedures

Participates in unit planning and development initiatives; provides recommendations for modifications to existing policies and procedures or the implementation of new ones to enhance efficiency of the unit

Establishes and monitors work flow of assigned area for productivity and adherence to established time frames

PAYABLES SPECIALIST

Maintains, monitors, and audits the more complex financial/accounting records and transactions specific to assigned area (e.g., journal entries, invoices, payment requests, etc.)

Performs advanced accounting clerical tasks requiring specialized knowledge of unit processes, policies, and procedures; functions with considerable independence and initiative in researching accounting discrepancies, inconsistencies, and out-of-balance conditions

Conducts special projects or research as assigned including serving as a "back-up" for Payables Quality Assurance duties

Functions with considerable independence and initiative in researching and following up to resolve errors, discrepancies, or out-of-balance conditions;

Maintains current knowledge of and ensures compliance with applicable policies and procedures, generally accepted governmental accounting principles, and applicable regulatory standards

Maintains a working knowledge of a variety of computer operating systems and software programs associated with work activities, which may include word processing, spreadsheet, database, report generation, desktop publishing, presentation, communications, diagnostic, utilities, Internet, and email; maintains working knowledge of computer programs utilized by various Clerk & Comptroller and County departments performing Comptroller-related activities

Participates in unit cross-training initiatives to acquire knowledge and skill sets to support efficient functioning of the assigned work unit

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

PAYABLES SPECIALIST

MINIMUM TRAINING AND EXPERIENCE

Bachelor’s degree in Accounting, Finance or related field, supplemented by two (2) years of recent and relevant professional accounting experience, preferably for a governmental or similar public agency; or an equivalent combination of education, training and experience. Banking experience is preferred.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature Date

Printed Name Department