



## **ACCOUNTS PAYABLE CLERK**

### **FULL TIME POSITION**

Smyth County is currently seeking applications for the position of Administrative Assistant.

Under the direction of the County Administrator, the successful applicant shall perform clerical and accounting support services using accepted accounting principles and practices. Position is of a responsible nature, requiring interpretations and understanding of established policies governing county operations and programs, and the handling of confidential matters. The Assistant compiles, processes, and maintains accounts payable records. Duties include processing daily accounts payable transactions, verifying approval on all invoices, preparing invoice batches, entering payment invoices into the accounting system, and preparing both automated and manual checks. Assistant will update and maintain vendor database and records; reconcile vendor statements, prepare correspondence, and maintain all accounts payable files. Duties include assisting visitors, greeting the public, answering phones, and responding to emails. Work is performed with a moderate degree of latitude under regular supervision. Problems encountered range from routine to somewhat complex in nature.

**Education and Experience:** Graduation from an accredited college with a minimum of an associate degree in Accounting or Business Administration or related field preferred. Experience in government, public administration, or accounting preferred. Clerical experience preferred. Knowledge of AS400 preferred.

**Knowledge, Skills, and Abilities:** Basic accounting knowledge and analytical skills. Ability to keep and maintain records. Requires demonstrated time management skills and ability to meet deadlines. Thorough knowledge of business arithmetic, English, spelling, and punctuation. Proficiency in Microsoft Office. Office management skills including knowledge of office equipment, practices, and procedures. Considerable knowledge of county operations and organizations a plus. Ability to deal tactfully, courteously, and professionally with elected officials, staff, and the public. Ability to establish harmonious working relationships with others. Work is reviewed for completeness and accuracy.

**Annual Salary Range:** DOQ plus County benefit package.

Applications for employment available online at [www.smythcounty.org](http://www.smythcounty.org). Please submit applications to the County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA 24354. **COMPLETED APPLICATION MUST ACCOMPANY RESUMES.**

Deadline to apply: July 15, 2022 – Position open until filled.

**SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**