

# **Hancock County Auditor's Office**

## **Accounts Payable Clerk position**

### **Job Description**

---

Employee  
Title           Accounts Payable Clerk  
Department   Auditor's Office  
Status         Part-time or Full-time  
FLSA Status   Non-Exempt

---

#### **Purpose of Position**

Performs account/ document verification and reporting in vendor claims for payment, balancing; prepares various reports necessary in tracking revenues and expenditures; assures all policies regarding claims are followed; provides assistance to the public as needed; participates in various operational and support tasks carried out in the Auditor's office, including elections tasks.

#### **Essential Duties and Responsibilities**

1. Timely, reliable and consistent physical attendance is an essential function of this position.
2. Receives and prepares all claims for payment for approval by the Board of Supervisors.
3. Payment of all claims once Board of Supervisors has approved.
4. Follow procedures and ensure all deadlines are met for claims processing.
5. Correspond with vendors to obtain W-9 forms needed for 1099 reporting and processing of information from returned W-9 forms.
6. Prepares 1099 forms and file 1099's for reporting.
7. Works closely with department heads and vendors regarding questions on claims process.
8. Answer incoming telephone calls-answer questions, transfer calls, etc.
9. Assists in other departmental functions as required such as processing voter absentee ballot requests, preparing and distributing mail, filing, assisting the public with real estate and drainage questions, and assisting the public at the counter.

#### **Minimum Qualifications**

1. High School Diploma or equivalent required.
2. Ability to maintain compliance with applicable state and federal laws.
3. Ability to maintain the highest level of confidentiality.
4. Ability to have a flexible work schedule and work extended hours during elections.
5. Must maintain a high level of accuracy and attention to detail.
6. Must possess a valid Iowa Driver's License and be insurable under the County's guidelines.
7. Excellent written and verbal communication skills are required.

## **Working Conditions**

This work is performed in a typical office setting, requiring the ability to sit and stand for extended periods. Daily computer use, including viewing computer screens and reading documents is required as well as use of equipment such as copiers, scanners, telephones and computers (including high level of proficiency in Microsoft Office 365 programs). Reaching, walking, kneeling, bending or other movements may be required. Occasionally lifting equipment and materials up to 50 pounds to transfer files and/or election equipment. Ability to travel out-of-town for trainings and meetings. Position requires substantial interaction/communications with other employees, elected officials, vendors, outside agencies, and the general public. Must possess a valid driver's license and proof of insurance liability coverage. Also exposure to high stress situations are common.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

---

Hancock County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Hancock County.