

## ACCOUNTS PAYABLE COORDINATOR

25-G

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for auditing accounts payable for all County departments. It involves coordinating, organizing, and performing difficult account keeping procedures to ensure the efficient and continued workflow of financial operations of a municipal corporation. Work is performed under general supervision in accordance with outlined policies and procedures. Employees in this class will frequently exercise independent judgment in planning and carrying out more responsible and complex functions. Supervision is exercised over the work process related to auditing accounts payable for County departments.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Reviews, maintains, and checks a wide variety of financial records and reports;

Audits claims for County departments;

Verifies that submitted vouchers and claims contain all necessary, correct and accurate information, computations are accurate, and that claimed expenses have not been previously paid;

Assigns voucher numbers or other numerical codes to identify vendors, specific claims, invoices, etc.;

Composes vouchers for certified claims that have been submitted for payment;

Trains County personnel as it relates to accounts payable function;

Uses computer applications or other automated systems such as spreadsheet, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern principles and practices of governmental accounting and auditing; thorough knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; good knowledge of automated accounting systems used in maintaining financial records; good knowledge of principles and procedures involved in substantiating or examining transactions and financial statements; ability to critically evaluate financial and other business records and detect irregularities; ability to make arithmetic computations quickly and accurately; ability to prepare correspondence and reports; ability to effectively use computer applications, such as spreadsheet, word processing and database software; ability to establish and maintain effective working relationships; high degree of accuracy; mental alertness; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Accounting, Business or a related field and three (3) years' experience in the compilation and maintenance of financial accounts/auditing procedures; or
- (B) Graduation from high school or possession of an equivalency diploma and five (5) years' experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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