

SHERIFF'S DEPARTMENT ACCOUNTS PAYABLE COORDINATOR 43

DISTINGUISHING FEATURES OF THE CLASS: This position involves maintaining all the accounts payable functions within the Sheriff's Department. The incumbent performs a variety of duties to support the purchasing of supplies, equipment etc. This position requires the exercise of independent judgment to fulfill the delegated duties. The work requires the understanding of County and office rules, procedures, and policies. Work is performed under general supervision of the Sheriff and in accordance with established procedures. Employees in this position may train and supervise subordinate staff. This class differs from that of a Senior Account Clerk by the specific nature of the duties assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles and organizes documentation necessary to process payments to vendors and performs pre-audit review of all documentation;

Monitors amounts encumbered by open purchase orders to ensure vendors are able to be paid and budgetary accounts are not exceeded and makes requests for adjustments as required;

Prepares requisitions for purchase orders for routine supplies/equipment in accordance with New York State Laws and County policy;

Prepares requisitions for purchase of specialized equipment of a confidential nature that are unique to law enforcement, in accordance with New York State Laws and County policy;

Prepares requisitions for open bid purchases, in accordance with New York State Laws and County policy;

Researches items to be purchased using County bids and estimates usage within budgetary constraints;

Regularly monitors budget expense lines and prepares and submits budget transfers as directed;

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Assists with annual Agency budget preparation;

Maintains written and oral communication with vendors and other County departments;

Handles routine complaints, seeking direction if necessary;

Uses project accounting to classify expenses for multiple Federal grant programs;

Provides documentation and information to Supervisor for grant funded equipment that is received;

Works with Supervisor to revise and implement improved procedures;

Performs other related work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the basic principles and practices of accounting and bookkeeping; good knowledge of business arithmetic and English; good knowledge of County procurement policies and procedures; familiarity with bookkeeping terms, concepts and relationships; ability to use computerized accounting software; ability to accurately record financial transactions; ability to perform common office record keeping tasks involving the organization and collation of data from several sources; ability to communicate well both orally and verbally; ability to understand and follow detailed oral and written instructions; ability to plan and supervise the work of clerical staff; initiative and resourcefulness; ability to establish and maintain effective working relationships; ability to type; clerical aptitude; mental alertness; tact and courtesy; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents with an Associate's degree or higher in business administration,

Accounting, or a related field, and three (3) years of full time paid experience maintaining financial records; or

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time paid experience maintaining financial records; or

(C) An equivalent combination of experience and training as defined by the limits of (A) or (B) above.

Note: Completion of undergraduate college course work in business administration, accounting, or a related field can be substituted for the above experience on a year for year basis.

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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Last Reviewed: 1/07/02
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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