

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Accounts Payable Specialist    **Department:** County Clerk  
**Reports to:** County Clerk    **Non-Union Pay Grade:** 16  
**Date:** September 17, 2013    **Hours Per Week:** 35

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## **PURPOSE OF POSITION**

The purpose of this position is to provide financial and clerical services in order to ensure effective and efficient financial and administrative operations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive and verify invoices before preparing vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County Fair, Land Conservation Symons Recreation, and MIS Departments.
- Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- Countywide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.
- DNR License sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.
- Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- Enter voter information into the SVRS system after an election including new voter applications.
- Take minutes at elections canvass meetings.
- Record all elections results into the official elections results book.
- Compile and maintain information for the Richland County Directory.
- Type and mail Tri-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High school diploma or equivalent is required.
- Preference for 2-year work experience with Accounts Payable.
- Preference for knowledge of working in an AS-400 environment.
- Preference for knowledge of State and Federal regulations related to filing 1099 forms.
- Must be proficient in Microsoft Excel and Microsoft Word.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### ***Language Ability and Interpersonal Communication***

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to utilize advisory data and information such as County personnel policies, and directories.
- Ability to communicate effectively with County Clerk, County Department heads and employees, DNR personnel, the general public, vendor representatives, delivery personnel.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.

### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

### **Physical Requirements**

- Ability to handle, finger and feel, and coordinate eyes, hands, feet and limbs in performing coordinated movements.
- Ability to operate a variety of office equipment including computer keyboard, typewriter, telephone, calculator, photocopier, postage meter, etc.
- Ability to handle, load and unload, move and guide material using simple tools. Ability to perform routine equipment and machinery maintenance.
- Ability to recognize and identify individual characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

### **Environmental Adaptability**



- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RESOLUTION NO. 13 - 116

A Resolution Reclassifying Two Positions In The County Clerk's Office And Approving New Job Descriptions.

WHEREAS it is necessary from time to time for the County Board to reclassify positions and change job descriptions in order to better reflect the actual duties of those positions and meet the ever-changing needs of County government, and

WHEREAS it is provided in Rule 24 of the Rules of the Board that Resolutions which result in an increase in compensation to any County employee will only be considered by the County Board at its August or September sessions, except in the case of an emergency, and

WHEREAS the Finance and Personnel Committee is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that the following reclassifications in the County Clerk's office are approved:

1. Reclassify the Secretary position, which is currently held by Ms. Amy Louis, at the 5-year rate for Grade 6 in the Courthouse union (\$16.70 per hour) to a new classification of Accounts Payable Specialist at Grade 16 in the County's Job Classification and Salary Plan (after-probation rate: \$17.31 per hour), with Ms. Louis to hold this reclassified position at the after-probation rate.
2. Reclassify the Fiscal Clerk position, which is currently held by Ms. Tami Hendrickson, at the 5-year rate for Grade 7 in the Courthouse union (\$17.01 per hour) to a new classification of Payroll and Benefits Specialist at Grade 19 in the County's Job Classification and Salary Plan (after-probation rate: \$19.94 per hour), with Ms. Hendrickson to hold this reclassified position at the after-probation rate, and

BE IT FURTHER RESOLVED that the positions of Secretary and Fiscal Clerk in the County Clerk's office are eliminated and the job descriptions for the reclassified positions which are on file in the County Clerk's office are hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period in January, 2014.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION Adopted

Victor U. Wood  
COUNTY CLERK

DATED September 17, 2013

RESOLUTION OFFERED BY THE FINANCE AND PERSONNEL COMMITTEE

	FOR	AGAINST
<u>James B. Ory</u>	✓	
<u>Jeanette R. Ruppert</u>	✓	
<u>W. B. Ruppert</u>	✓	
<u>W. B. Ruppert</u>		✓
<u>Rayford R. Deeds</u>	✓	
<u>Robert C. Ruppert</u>	✓	
<u>John Van Vleet</u>		✓