

ACCOUNTING SPECIALIST I

- ACCOUNTS PAYABLE

Finance | Accounting



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Accounting Specialist I – Accounts Payable is responsible for processing payments to parish vendors from approved invoices arriving from all departments and outside agencies of Parish Government.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 4:30 p.m.

LOCATION

Government Tower – 3rd Floor

REPORTS TO

Accounting Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Professional office setting that involves independent and collaborative work, frequent use of financial systems and spreadsheets, and regular interaction with internal departments, external agencies, and auditors.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to prepare and verify invoices, maintain organized vendor records, resolve payment discrepancies while adhering to parish policies and procedures.

The Accounting Specialist I (AP) ensures accuracy, timeliness, and compliance with Parish policies and procedures throughout the payment cycle.

JOB DUTIES

- Process approved invoices for payment, ensuring accuracy, proper coding, and compliance with Parish policies and procedures.
- Establish and maintain vendor records in the accounting system and physical files, ensuring data integrity and accessibility.
- Monitor payment schedules and deadlines to ensure timely disbursement of funds to vendors and agencies.
- Investigate and resolve discrepancies related to invoices, payments, or vendor accounts in coordination with departments and external parties.
- Communicate effectively with vendors, customers, and internal departments regarding account status, payment inquiries, and documentation requirements.
- Prepare and print checks for court warrants, utility refunds, and other approved disbursements.
- Maintain organized filing systems for invoices, payment records, and vendor documentation in accordance with record retention policies.
- Respond to inquiries received via phone, email, and in-person, providing accurate information or directing to appropriate personnel.
- Assist with year-end financial processes, including preparation of tax-related documentation for vendors.
- Provide backup support for the switchboard operator and receptionist as needed.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates strong interpersonal abilities to foster positive relationships with co-workers, vendors, and external agencies.
- **Math and Problem Solving:** Utilizes solid mathematical abilities to verify invoice accuracy, identify and resolve payment discrepancies, and ensure proper coding and processing of vendor transactions in accordance with Parish financial policies.
- **Time Management:** Effectively manages multiple responsibilities, prioritizes tasks, and meets deadlines in a fast-paced environment.
- **Analytical Skills:** Utilizes analytical skills to verify calculations, detect discrepancies, and ensure accuracy in all transactions.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to professionally interact with various stakeholders.
- **Organizational Skills:** Efficiently organizes workload, tracks transactions, and ensures that deadlines are consistently met.
- **Technical Skills:** Proficient in Microsoft Word and Excel, with the ability to effectively use office software programs and basic office equipment.
- **Qualifications:**
 - High school diploma or GED required; additional coursework or certifications in accounting is a plus.
 - Minimum of two (2) years of experience in accounting activities is preferred.

