



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Accounting Specialist I (Accounts Payable)
DEPARTMENT.....:	Finance
DIVISION.....:	Accounting
CLASSIFICATION/GRADE.....:	Accounting Specialist I/105
REVISED.....:	05/2021
REPORTS TO.....:	Accounting Manager
REVIEWED.....:	05/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Responsible for processing payments to Parish vendors from approved invoices arriving from all departments and selected agencies of the Parish Government.

BASIC FUNCTIONS:

1. Prepare any and all documents for accounts payable.
2. Prepare payments to vendors according to the current payment schedule.
3. Maintain vendor files.
4. Distribute sales tax exemption certificates to vendors upon request.
5. Pull and assemble various vouchers/reports for audit.
6. Relieve switchboard operator/receptionist as needed.
7. Print Court warrant checks.
8. Back up to the cash report.
9. Any other duties/projects/requests as assigned by supervisors.

OTHER REQUIREMENTS:

1. Must be mathematically proficient.
2. Must have a Louisiana Driver's License. (Good standing with State of Louisiana)
3. Pleasant and courteous with public. (Switchboard/receptionist duties required.)
4. Must be able to handle multiple tasks.

EDUCATION/EXPERIENCE:

1. High School diploma or a GED equivalent.
2. Two years experience in accounting activities required.
3. Knowledge of the personal computer and data entry.
4. Knowledge of basic office machines required. (10-key calculator, typewriter, copier, printer, scanner and fax)