

# ACCOUNTING SPECIALIST I

Finance | Accounting | Accounts Payable



## SUMMARY

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

### JOB OVERVIEW

#### Starting Pay

\$13.89 - \$17.84 per hour

#### Schedule

Monday - Friday

#### Shift

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

### LOCATION

Government Tower

### REPORTS TO

Accounting Manager

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with vendors, users, and members of the public

### EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Prepare all documents for accounts payable.
2. Prepare payments to vendors according to current payment schedule and maintain vendor files.
3. Verify all Forms W-9 with the IRS and update every three (3) years.
4. Distribute sales tax exemption certificates to vendors upon request.
5. Pull and assemble various vouchers and reports for audit.
6. Prepare cash report and run payroll in a backup capacity as needed.
7. Print court warrant, insurance, grant program, and utility refund checks.
8. Relieve switchboard operator and receptionist as needed.
9. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Strong mathematical skills.
2. Detail-oriented, excellent follow through, and able to multi-task.
3. Dependable, pleasant, and greet visitors courteously.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Two (2) years of experience in accounting activities a plus.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.