



PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION



POSITION NUMBER: 233

Retirement Class Code: HA

Class Title: Accounts Payable Technician

Type of Position: Administrative

Pay Grade: H30

1. Workweek: Full-Time (40 hours)

2. FLSA: Non-Exempt from overtime

3. EEO Category: 06 (ADMINISTRATIVE SUPPORT)

4. Department: Management Services-Administration

5. Section/Org Code: Compensation; Org. Code: 8810

6. Location: Detention Center-Land O Lakes

7. Job Summary: Responsible for processing large volume of Accounts Payable transactions in a timely manner. This position is responsible for coordinating the processing and payment of Accounts Payable transactions including reimbursements, transportation, travel requests, and check requests. Reviews the pay commissary and operating account expenses.

8. Working conditions: Works in a standard office environment.

9. Position reports to: Finance Director or designated supervisor

10. Position directly supervises: N/A

11. Education and Experience: High School Diploma or GED Equivalency required. Two-year college degree preferred. Minimum of 2 years of experience in Accounts Payable, or Accounts Receivable and General Accounting work experience required. Must maintain a valid Florida driver's license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks:

Process completed vendor packages, date enter invoices and some credit into general ledger system. Ensure invoices have been approved according to the company's procedures. Reviews all batch invoice payments for accuracy.

Maintains multiple accounts payable and accounts receivable spreadsheets for validation of the control log of operating accounts and Commissary accounts. Validates data entered into the general ledger for wire and/or pre-paid transactions. Submits the control log for utilization during end of month closing.

Match invoices to purchase orders and processes them for signature approvable before entering in the accounting system. Validates accuracy and makes corrections to invoices and/or purchase orders as required. Obtains appropriate signature for blanket purchase orders and verifies accuracy of quantities and correction of prices.

Generates weekly checks runs, and forwards them for review and signature.

Attaches checks to the correct invoices and files copies of each payment on a weekly basis.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Distribution of the weekly checks:

- a) Payment to general vendor: send thru regular mail.
- b) Payment to employees: send thru internal mail.
- c) Payment to voluntary parking: send to Citizen Support Services Department.
- d) Some special requests: send to specific department as required.
- e) Payment for college tuition or book reimbursement: send to Training Specialist Department.

Establish new vendors in the accounting system to include files maintenance and disposition. Includes labeling and filing folders. Update vendor information throughout the year as required.

Maintain written procedures for all aspects of the accounts payable functions.

Performs research to include locating vendor payment history and related documentation.

Maintains unused checks in a locked, secure file cabinet.

Reorder Company envelops as required and requests replenishment of check stock through management approval processes

Maintain accounts payables files of open and paid invoices.

Interacts with vendors and inter-agency inquiries regarding open invoices, payments and other accounts payable related topics in a timely manner.

Assists accountants with providing documentation for internal and external audit requests.

Sign and send to the requisition for payment of meals and lodging for Jurors to the Pasco County Clerk Office.

Request receipts/invoices to support bank statements for active credit cards,: (Example: SunTrust Master card, Visa cards, Home depot and Lowe's credit cards). Utilizes Excel spreadsheets to manage and track activity.

Distribute copies of blanket orders to specific departments. Archives accounts payable records in a timely manner. Create monthly binders with copies of the checks processed, including voided checks and filed in the record room. Annually archives account payable files.

Performs other duties as assigned.

10% DUTY AREA - GENERAL DUTIES Illustrative Tasks: Complete assignments as directed and perform other duties as needed; maintain work areas; complete time sheets; files / retrieve all pertinent documentation/reports in the appropriate physical or electronic files / folders; send/receive faxes; generate copies; use telephone/computer/software/office equipment.

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3. Associated knowledge, skills and abilities:

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KNOWLEDGE OF:

- Agency General Orders policy and procedures
- Code of Ethics as stipulated by agency General Orders
- Business management/banking practices
- Accounting Competency in accordance with generally accepted accounting principles
- Computer Software related to accounting and finance functions

SKILLED IN:

- Use of office equipment: computer, word processing, spread sheet, data-base, and other specialized computer software, printer, copier to perform position tasks;
- Time management
- Problem solving
- Inter-personal skills
- Accounting operations

ABILITY TO:

- Clearly speak, understand, read, and write English
- Make sound decisions
- Perform basic mathematical functions
- Operate a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports, tables, and other correspondence
- Possess manual dexterity sufficient to perform required job skills
- Maintain discretion regarding sensitive data

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work

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14. Equipment or machines routinely used in this position: Telephone; agency computer, software programs, calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Finance Director or designated supervisor.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Finance Director or designated supervisor. This position receives a formal, written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 2 - Mission Essential: This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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