



Job Title:
Department:
Reports To:

Part-Time Accounts Payable Clerk
Finance and Administration
Assistant Finance Director

The Southern Georgia Regional Commission is accepting applications for the position of Part-Time Accounts Payable Clerk. In accordance with the requirements of this position, the candidate should be detail-oriented and demonstrate critical thinking skills. Valid driver's license, MVR, background check and drug test required. Send resume to SGRC, 1937 Carlton Adams Drive, Valdosta, GA 31601 or to jnew@sgrc.us. Position open until filled. EOE M/F/V/AA

Job Summary

This position serves as a member of the Administrative & Finance team, the Accounts Payable Clerk performs all the functions required to process weekly payables, reconcile purchasing card statements and perform administrative duties, as required.

Job Duties and Responsibilities (major duties)

- Performs all necessary functions of weekly accounts payable as required in our standard accounts payable process, this includes processing of invoices, assuring proper authorizations, gathering required documentation and verifying accuracy of accountancy.
- Gather purchasing card receipts and associated documentation, verifying proper authorizations.
- Reconcile and validate purchasing card transactions to the purchasing card statement.
- Prepare and input a purchasing card journal entry monthly to record monthly purchases.
- Ensure proficient day to day operations.
- Prepare and disburse 1099 forms.
- Maintain Master Files for Regional Commission.
- Perform other duties as assigned

Knowledge, Skills and Abilities Required

- Knowledge of the commission's mission, policies, and procedures.
- Knowledge of commission and department functions and organization.
- General knowledge of governmental accounting processes.
- Skill in operating a computer and standard office equipment.
- Skill in public and interpersonal relations.
- Skill in verbal and written communication.

Minimum Qualifications

High School Degree or equivalent or an associates degree; or two (2) years previous experience and/or training involving bookkeeping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must pass a pre-employment drug screening and submit a satisfactory Criminal Background Check. Must possess and maintain a valid Class C Georgia driver's license and have a satisfactory Motor Vehicle Report (MVR). Salary depends on experience and qualifications.

Supervisory Controls

The Assistant Finance Director assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities. The supervisor spot-checks completed work for compliance with procedures and the nature and the propriety of final results.

Guidelines

Guidelines include commission financial policies and procedures, relevant federal and state laws, grant and contract requirements. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity

The work consists of working with multiple levels of staff and maintaining strict adherence to details. Communication with staff about requirements of the process is essential.

Scope and Effect

Successful performance ensures accurate and timely payables processing, timely recording of purchasing card purchases and establishment and maintenance of contract files.

Contacts

Contacts are typically with co-workers, management staff, and vendors or contractors. Contacts are typically to give or exchange information, process payments, and resolve problems.

Work Environment/Physical Demands

The work is typically performed in an office, sitting at a desk or table.

Supervisory and Management Responsibilities

This position does not have direct supervision responsibilities.

Position Details

- Full-Time Part-Time (up to 29 hours) Intern Contractor
 Exempt Non-Exempt

Available Office hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee Signature

Date

Supervisor Signature

Date