



**Accounts Payable/Purchasing Clerk Full-Time**

**Starting salary: \$29,500.00**

Botetourt County has an immediate opening for the position of Accounts Payable/Purchasing Clerk Full-Time

**Job Summary:**

This position serves the Finance and the Purchasing Departments and is responsible to process Accounts Payable invoices utilizing the County's ERP software; maintaining electronic payables files and IRS-required vendor documentation. Also, performs accounting and record-keeping duties related to the Volunteer Fire and Rescue agencies' operational funds. In addition, works to assist the Purchasing Manager in the County's procurement operations.

**Essential Functions:**

- Provide support to the priorities of the department by processing Accounts Payable invoices in a timely and accurate manner in order to meet disbursement deadlines.
- Process W-9 vendor information and work with Accounts Payable Specialist to generate annual IRS Form 1099's for vendors.
- Acquires goods and services on behalf of the County departments and agencies as authorized by the Board of Supervisors under the direction of the Purchasing Manager.
  - Prepares Purchase Orders within the Financial Software Program including documenting procurement requirements within the system.

**Job Requirement:**

- High School Diploma or GED required, supplemented with education courses or training in business math/accounting practices and computer applications.
- At least 3 years of professional experience working in the field of accounting; some combination of accounts payable/receivable, bookkeeping; budgeting and financial reporting; and/or some level of purchasing/procurement.
  - Associates Degree or equivalent preferred

Go to [www.botetourtva.gov](http://www.botetourtva.gov) for application and full job description. A completed application form ***is required*** to be considered for the position. Application, cover letter and resume can be mailed to Human Resources, 5 West Main Street, Suite 200, Fincastle, VA 24090, or emailed to: [jobs@botetourtva.gov](mailto:jobs@botetourtva.gov) referencing "Accounts Payable/Purchasing Clerk" in the subject line.

Botetourt County offices are located in Fincastle, an easy 30 minute commute from downtown Roanoke. The position remains open until filled.

Botetourt County is an Equal Employment Opportunity Employer.