

Accounts Payable Specialist

\$45,704 - \$58,448 /year or higher DOQ + [Full-time County Benefits](#)

The James City County Financial & Management Services Department seeks an individual to perform responsible work preparing, maintaining, and reviewing fiscal or related accounts; maintains County and fiscal agency official financial records, reviews disbursement vouchers and issues checks, and assists in preparing and distributing various financial reports.

Responsibilities:

- Computes, audits, inputs, balances, processes, prints and distributes checks, uploads ACH files, and enters wire information based on received invoices, travel requests, refunds, juror payments and other requests for reimbursements.
- Routes invoices from vendors to the appropriate department or agency for approval and coding.
- Reviews documents for appropriate charges, coding, receipts, forms and compliance with federal, state and County procedures.
- Reconciles invoices, statements, and receiving reports with purchase orders for price, quantity, and accuracy.
- Responds, both verbally and in writing, to a variety of inquiries from the public, vendors, County offices or fiscal agencies.
- Interprets County policies and applicable state policies to vendors, the public and other County employees.
- Maintains filing system for payments and outstanding purchase orders.

Requirements:

- Any combination of education and experience equivalent to a high school diploma and considerable experience in accounting, bookkeeping, or statistics with the ability to work in a Windows environment.
- Must possess reliable transportation to work site(s).
- Knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; and, standard office procedures, practices, and equipment; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite. Experience in Enterprise ERP (MUNIS) preferred.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other county employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

[Click here](#) to see a full job description. Accepting applications until position is filled. The submission of a cover letter and resume is recommended; a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>