

# ACCOUNTING SPECIALIST I - AP

Finance | Accounting | Accounts Payable



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Accounting Specialist I – Accounts Payable is responsible for processing payments to parish vendors from approved invoices arriving from all departments and outside agencies of Parish Government.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

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

#### LOCATION

Government Tower – 3<sup>rd</sup> Floor

#### REPORTS TO

Accounting Manager

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Frequent interactions with vendors, users, and member of the public.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to prepare and verify invoices, maintain organized vendor records, resolve payment discrepancies while adhering to parish policies and procedures.

The Accounting Specialist I (AP) must have open communication with all other departments, vendors and outside agencies.

### JOB DUTIES

- Process invoices for approvals and payments, ensuring accuracy and timely completion.
- Maintain and update vendor files in the system, ensuring all data is accurate and up-to-date.
- Monitor and meet payment deadlines to ensure that all vendors are paid in a timely manner.
- Investigate and resolve payment discrepancies by liaising with vendors, departments, and other stakeholders.
- Prepare and print court warrants and utility refund checks as needed.
- Relieve the switchboard operator and receptionist during peak periods or as required.
- Respond to inquiries and address concerns via phone calls, emails, or in-person visits from vendors and customers.
- Communicate with vendors, departments, and outside agencies regarding accounts and invoice payments.
- Ensure compliance with parish record-keeping requirements and assist with maintaining organized filing systems.
- Complete all required parish training to stay current with policies and regulations.
- Prepare necessary year-end tax-related documentation in compliance with applicable guidelines.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates strong interpersonal abilities to foster positive relationships with co-workers, vendors, and external agencies.
- **Math and Problem Solving:** Strong mathematical skills, with the ability to detect errors in invoices or charges and resolve discrepancies.
- **Time Management:** Effectively manages multiple responsibilities, prioritizes tasks, and meets deadlines in a fast-paced environment.
- **Analytical Skills:** Utilizes analytical skills to verify calculations, detect discrepancies, and ensure accuracy in all transactions.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to professionally interact with various stakeholders.
- **Organizational Skills:** Efficiently organizes workload, tracks transactions, and ensures that deadlines are consistently met.
- **Technical Skills:** Proficient in Microsoft Word and Excel, with the ability to effectively use office software programs and basic office equipment.
- **Qualifications:**
  - High school diploma or GED required; additional coursework or certifications in accounting is a plus.
  - Minimum of two (2) years of experience in accounting activities is preferred.

