



Ability to:

- Perform time management and scheduling functions, meet deadlines, and set project priorities.
- Organize and work independently in all aspects of computerized accounts payable processing.
- Work in an environment of constant interruptions and background noise.
- Interpret and apply related payroll Generally Accepted Accounting Principles (GAAP).
- Maintain records efficiently and accurately and prepare clear and concise reports.
- Establish and maintain effective working relationships with other County employees, supervisory personnel, and the public.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Communicate effectively both orally and in writing.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**Acceptable Experience and Training**

- High school diploma or GED
- Preferred two (2) years of accounting or bookkeeping experience, preferably with payroll experience.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, permits the employee to operate standard office equipment and a personal computer.
- Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, permit the employee to lift to 25 pounds, sit and work at a keyboard for an extended period, and work in an office environment.