

# Wilcox County Board of Commissioners

## “Accounts Payable/Accounting Clerk”

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Wilcox County Board of Commissioners is seeking applications for the position “ACCOUNTS PAYABLE/ACCOUNTING CLERK”. Interested parties should mail their resume along with a completed job application which can be found on the county website under job announcements. [www.wilcoxcountygeorgia.com](http://www.wilcoxcountygeorgia.com). Additional details of the job description and responsibilities can be viewed on the county website under job announcements.

You may mail your application and resume to the address at the Commissioner’s Office 103 North Broad Street, Abbeville GA. 31001. You may also email your application and resume to Michael Pomirko at [mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com) Applications and Resume will be accepted until the close of business on Friday, December 2, 2022 eastern standard time.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.

# Board of County Commissioners

## Wilcox County, Georgia

103 North Broad Street  
Abbeville, Georgia 31001  
(229)467-2737  
Fax: (229)467-2000

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### *(ACCOUNTS PAYABLE/ACCOUNTING CLERK)*

#### **Essential Functions**

- Generally responsible for compilation, processing and maintenance of all accounts payable functions and records to verification of approval on all invoices and check request, Coding invoices. Able to prepare and process checks for multiple governmental funds. Update and maintain vendors database, Able to process and enter 25 to 50 invoices per week, verifies expenses reports, Ability to process and follow-up on rush items, maintain accounts payable files, assist in other areas of department as needed, Special project as assigned.
- Receive various forms, reports, correspondence, invoices, expense reports, chart of accounts, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Performs basic maintenance of computer system and office equipment, such as backing up data, replacing toner, or refilling paper; notifies appropriate personnel in event of backup failure; coordinates service /repair activities as needed.
- Communicates with supervisor, employees, other departments, vendors, auditors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status work, exchange information, or resolve problems.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other system software.
- Provides administrative/secretarial support for the Commissioner's Office; answers telephone; ascertains nature of business, directs calls/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.
- Performs customer service functions; provides information/assistance regarding County services, activities, procedures, forms, fees, or other issues; responds to routine questions, complaints, or requests for service; initiates problem resolutions

- Performs a variety of general accounting/booking functions, updating spreadsheets, copying receipts and checks for records; updating; preparing accounts payable documentation.
- Receives various forms, reports, correspondence, invoices, statements, applications, journal entries, expense reports, chart of accounts, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Future responsibilities could come with job training and understanding the job duties in other areas.

### **Education and Experience:**

- High School diploma required, vocational/technical degree in accounting, office administration or related field preferred; two (2) years of experience in book keeping, customer service or general office management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Necessary Knowledge, Skills and Abilities:**

- Verify accuracy of billing data and revise any errors.
- Operate typing, adding, calculating and computer.
- Review documents such as purchase orders, sales tickets, charge slips of charges due.
- Perform bookkeeping work, including positing data or keeping other records concerning cost of goods or services.
- Communication, written ability to communicate in writing clearly and concisely.
- Organized possessing the trait of being organized or following a systematic method of performing a task.
- Accuracy ability to perform work accurately and thoroughly.
- Keep records of invoices and supporting documents.
- Resolve discrepancies in accounting records.
- Contact vendors to obtain or relay account information.
- Answer mail or telephone inquiries regarding rates, routing, or procedures.
- Time management-ability to utilize the available time to organize and complete work within given deadline.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is frequently quiet to moderate.

### **SPECIAL REQUIREMENTS**

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

**Hiring Range:** \$24,960.00 - \$31,200.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume must be emailed to [mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com). Position opens until filled.

*The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*

**E-Verify:** In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

**Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.**

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.