

Brad M. Washburn

Pickaway County Auditor
110 Island Road, Suite F
Circleville, Ohio 43113

Job Description - Budgetary Clerk

SUMMARY:

Budgetary Clerk is responsible for processing invoices for payment, general accounts receivable, and accounts payable duties as well as general bookkeeping and purchase orders.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Process outgoing payments in compliance with financial policies and procedures established by the Pickaway County Auditor and the State of Ohio
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable data and accounts receivable data
- Reconciliation of accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Open, liquidate and manage purchase orders
- Monitor department accounts and provide reporting and records requests

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform in this position.

- Knowledge of governmental accounting procedures preferred
- Knowledge of government appropriations funding and accounting preferred.
- Knowledge and solid understanding of A/P and budgetary systems and processes
- Proven ability to calculate, post and [manage accounting](#) figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in MS Word, Excel, Outlook and other electronic media
- High degree of accuracy and attention to detail
- Strong organizational and customer service skills
- Ability to apply common sense understanding to carry out instructions furnished in oral or written form.
- Ability to remain organized while processing multiple tasks with frequent interruptions.

To apply email your resume to bwashburn@pickawaycountyohio.gov or deliver in person to the Auditors office at the address listed below.

Thank you,

Brad Washburn
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