

Champaign County Job Description

Job Title: Accounts Payable Clerk
Department: County Executive's Office
Reports To: Budget Director
Grade Range: F
Prepared Date: August 2025

SUMMARY

Responsible for the processing of accounts payable and related tasks to ensure County financial obligations.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receiving, processing, and verifying invoices are compliant with the County purchase policy.
- Confirm invoice entries from departments for proper entry into the ERP.
- Tacking and recording purchase orders and contracts.
- Processing and scheduling payments to vendors.
- Reconciling accounts payable statements and transactions.
- Maintains organized and accurate vendor files, including W-9 forms and other tax-related information, and assists with preparing and issuing annual 1099 tax forms.
- Assists with preparing invoices, budget amendments, and transfers.
- Assisting with month-end closing and reporting.
- Generating periodic reports related to accounts payable.
- Answering phones and directing in-person inquiries.

EDUCATION AND/OR EXPERIENCE

High school diploma or General Education degree (GED) required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail.
- Excellent organizational and time management skills.
- Strong verbal and written communication and collaboration skills.

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- (Preferred) Knowledge of modern governmental programs and practices.
- (Preferred) Experience with Tyler Munis ERP.

PHYSICAL DEMANDS

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.