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| Job Title: | Accounts Payable Clerk | Immediate Supervisor: | Kayla Hall |
| Department/Group: | Auditor | Position Type: | Full-time |
| Annual Salary  | $23 hr | Date posted: | April 14, 2025 |
| Contact: | Michele Creighton 903-737-2486 | Posting Expires: | April 28, 2025 |
| Lamar County is an Equal Opportunity EmployerPersons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. |
| Applications can be picked up at the Sheriff’s Department or on the website http://www.co.lamar.tx.us |
| Please submit application in person to:Lamar County HR119 N Main Room 110.Paris, TX 75460 | Mail:Lamar County HR119 N Main Room 110Paris, TX 75460 |
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| **JOB SUMMARY:** To perform a variety of basic clerical accounting duties, including processing of purchase orders and payments. Enter claims into an Accounts Payable system, issues and verifies requisitions for County Departments, serves as Inventory Officer and assists in maintaining inventory records. **DUTIES AND RESPONSIBILITES:*** Process and verifies requisitions for county departments.
* Prepares and enter bills into the accounts payable system.
* Serves as inventory officer and assists in maintaining inventory records.
* Assists with the audit functions of the office including conducting physical inventory of county departments.
* Performs a variety of general clerical duties including answering the phones, transferring phone calls, greeting and directing office visitors, other related customer service skills, typing, maintaining files and records, processing mail and ordering supplies.
* Performs established procedures on routine assignments.
* Complete inventory of all fixed assets, including infrastructure assets; assigning cost and depreciation method.
* Maintains an inventory schedule and processes orders of all necessary equipment and supplies for the office.
* Works as apart of a team, maintaining a cooperative, helpful attitude towards fellow workers, supervisors and the general public.
* Maintains confidentiality and security of all County Auditor’s Office information and systems.
* Provides information, reports and assistance to Elected Officials, Department Heads, employees and the public regarding operations of the County Auditor’s Office.

**Additional Job Duties**: Any other duty as assigned by the supervisor within the scope of the department.  **EDUCATION AND KNOWLEDGE:*** High School Diploma; Degree or Major in Accounting or related field may be preferred.
* Knowledge of principles of financial accounting/auditing preferred.
* Two years’ experience in general accounting or bookkeeping preferred.
* Possess good communication skills, both written and verbal.

**WORKING CONDITIONS:*** Subject to occasional work beyond normal workweek (8 a.m. – 5 p.m. Monday – Friday)
* May be subject to travel
* Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs
* Extended periods of data entry work may be sufficient to cause some discomfort
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