



Rio Arriba County

Job Description - Vacancy

ACCOUNTS PAYABLE CLERK

DEPARTMENT:	FINANCE
SUPERVISOR:	DIRECTOR OF FINANCE
PRIMARY LOCATION:	TIERRA AMARILLA/ESPANOLA
SALARY CLASSIFICATION:	NE4
SALARY:	\$21.43 – 27.86 HOURLY
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
POSTING DATE:	AUGUST 19, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

POSITION SUMMARY

Under direct supervision from the Director of Finance, contributes to the efficient daily operation of the Finance department by performing accounts payable and related financial recordkeeping activities in accordance with the established policies and procedures of Rio Arriba County. Reviews and processes invoices, vouchers, payments, and supporting documentation; maintains accurate financial and vendor records; assists with reconciliations and audit activities; and communicates with County departments and vendors to research and resolve accounts payable issues. Ensures transactions are processed accurately, timely. Maintains professionalism in all interactions with internal and external customers.

ESSENTIAL FUNCTIONS

- Gathers appropriate documentation to process accounts payable.
- Reviews invoices and supporting documentation for accuracy, completeness, appropriate authorization, account coding, and compliance with County policies and procedures.
- Matches invoices to purchase orders, receiving documentation, contracts, and other supporting records, as applicable.
- Enters and maintains invoices, payment information, vendor information, and related accounts payable data in the financial system.
- Researches and resolves invoice discrepancies, duplicate payments, outstanding balances, and other accounts payable issues in coordination with vendors and County departments.
- Prepares and processes vendor payments, including checks and electronic payments, in accordance with established payment schedules and procedures.

- Reviews and audits accounts payable vouchers for accuracy, completeness, proper authorization, and compliance with established policies and procedures.
- Maintains complete and accurate accounts payable records and supporting documentation in accordance with record retention requirements.
- Maintains accurate vendor records and obtains required documentation for new and existing vendors.
- Receives and distributes invoices to all departments.
- Assists with year-end accounts payable activities, including identification and processing of outstanding obligations and preparation of information needed for financial reporting and audit purposes.
- Communicates with vendors and other departments as necessary.
- Receives, sorts, logs, and routes mail, as needed.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly.
- Establishes and maintains effective filing and retrieval system of departmental information.
- Responds to questions and requests for information in a professional and timely manner.
- Establishes and maintains an effective system of communication within the department and builds and fosters effective working relationships with others.
- Complies with all property and department policies, procedures, and budgetary controls.
- Maintains strict confidentiality of all information processed through the department including records, reports, documents, conversations, etc.
- Contributes to a team effort to achieve goals and deliver successful outcomes.
- Executes other tasks and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- High school diploma/GED.
- Two (2) years of experience in accounts payable, accounting, bookkeeping, financial recordkeeping, or related environment.
- Ability to communicate in Spanish is preferred.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required when operating a vehicle for work-related purposes; incumbent must possess and maintain a current drive course certificate from Rio Arriba County or must successfully complete and receive a defensive driving course certificate within 30 days of hire.
- Must successfully complete pre-employment requirements including a thorough background investigation, pre-employment drug screening, and MVD check.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Goals, objectives, functions, policies, and procedures of Rio Arriba County.
- Applicable federal, state, county, and local laws, regulations, requirements, principles, and practices of governmental accounting.
- Department organization, functions, objectives, policies and procedures.
- Basic accounting/accounts payable and bookkeeping principles and practices.
- Invoice processing, payment procedures, account coding, and reconciliation practices.
- Vendor record maintenance and applicable tax documentation.
- Financial recordkeeping and internal control practices.
- Modern office functions, procedures, and equipment.

SKILL IN:

- Performing accurate mathematical calculations and reviewing financial data for accuracy.
- Processing high volumes of financial transactions with accuracy and attention to detail.
- Researching and resolving invoice, payment, and account discrepancies.
- Using financial/accounting software to enter, retrieve, review, and maintain accounts payable information.
- Reading, reviewing, preparing, and analyzing operational reports, contracts, minutes, resolutions, ordinances, and other business-related documents.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Correct English usage, grammar, spelling, and punctuation.
- Office software and industry-related applications, including spreadsheets, databases, and industry-related applications in a Windows environment.
- Exceptional customer service.

ABILITY TO:

- Perform essential duties and adapt to working conditions.
- Maintain strict confidentiality.
- Communicate efficiently and effectively both verbally and in writing, individually and in meetings.
- Establish and maintain professional relationships with individuals of varying social and cultural backgrounds including the public and co-workers at all levels of the organization.
- Understand and follow verbal and written instructions.
- Adapt to varying conditions, analyze situations, and adopt appropriate courses of action.

- Demonstrate professionalism at all times and demonstrate sensitivity in tenuous situations.
- Handle multiple tasks and meet deadlines.
- Work independently with minimal supervision, as well as cooperatively in group/team settings.
- Remain flexible in working hours as needed to meet deadlines and support organizational needs and demonstrate regular and reliable attendance.
- Comply with the safety guidelines of the County and follow the *Rio Arriba County Personnel Policy Handbook*.

PHYSICAL / EMOTIONAL DEMANDS, WORK ENVIRONMENT AND EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office environment with a moderate noise level. Work may occur occasionally outdoors where incumbent may be exposed to varying temperature, weather conditions, and work surfaces. Indoor work is typically completed on an even, dry, carpeted or tiled floor; stairs may be present. Occasional exposure to hostile, violent, and/or offensive individuals. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to manipulate, touch, or grasp objects and materials; reach with hands and arms; stoop, kneel, crouch, and crawl; communicate effectively; and lift/move up to 20 pounds. The employee occasionally is required to stand and walk. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Incumbent may sit for extended periods of time. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: timeclock, copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software/HRIS, adding machine.

**Please send an email with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org