

**Administrative Office of the Courts of Georgia  
Job Description**

<b>Job Title:</b>	Accounts Payable Technician	<b>Job Code:</b>	A2133
<b>Last Update:</b>		<b>Current Employee:</b>	<b>VACANT</b>
<b>FLSA Status:</b>		<b>Position Reports to:</b>	<b>Tanya Osby</b>
<b>Salary Minimum:</b>	\$24,524.78	<b>Salary Midpoint:</b>	This is an entry level position
<b>Salary Maximum:</b>	\$42,509.96	<b>Pay Grade:</b>	

**Job Description, Responsibilities, Standards and Qualifications**

**JOB DESCRIPTION**

Under the direction of the Central Accounting Manager, the Accounts Payable Technician will provide clerical support and financial processing for an assigned financial or accounting-related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports, and performs financial transactions and related bookkeeping functions for assigned area.

**Job Responsibilities (the following examples do not cover all the duties that may be performed):**

- Provides accounts payable recordkeeping and preparation for payment in a timely manner.
- Provides accounts payable check verification and issuance in a timely manner.
- Maintains required records, reports, and files in an organized manner.
- Produces various reports for management.
- Acts as lead worker for accounts payable.
- Enters transactions into accounting systems.
- Verifies and corrects information entered and researches/resolves issues.
- Review invoices for accuracy before paying.
- Performs job responsibilities with minimal supervision.
- Perform other duties as assigned

**Technical Competencies:**

- Skill in basic accounting
- Ability to verify calculations and other information
- Skill in customer service
- Ability to follow processing guidelines according to agency procedures
- Skill in responding to questions and requests from various parties
- Skill in reviewing documents for payment
- Skill in corresponding with all facilities regarding expenditure progress
- Skills in oral and written communication
- Proofreading skills
- Ability to use appropriate software
- Ability to correctly key in data
- Ability to process invoices in a timely manner

**Entry Qualifications:**

Undergraduate degree in public administration, business administration, accounting, finance and related areas from an accredited college or university

**Career Development Criteria:**

- Cross-training in other relevant areas
- Training in job-related software
- Training in governmental accounting
- On the job training
- Training in customer service
- Training in time management
- Training in organizational skills