



CLASS SPECIFICATION

Class Code: 60019855
Date Established: 07/2026
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

ACCOUNTS PAYABLE SPECIALIST - COMPTROLLER

DEFINITION

Under general supervision, performs a variety of specialized duties to support accounts payable functions for Washoe County; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time accounts payable experience or experience maintaining financial records and accounts; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review, verify, and audit work in progress and completed work such as invoices compared to purchase orders, construction agreements, and progress payments for County fiscal staff and County departments checking for accuracy, proper work methods, and compliance with applicable standards, laws and code.

Assist in developing, interpreting, and applying countywide and departmental policies, procedures, rules and statutory compliance for assigned areas; prepare necessary records and reports on projects and activities; develop and update handbook and procedural materials countywide.

Collaborate with departments and staff to discuss needs, resolve problems, and develop recommendations for accounts payable functions; contact department representatives to resolve irregularities and discrepancies; and develop, support, facilitate, and lead training for various County departments.

Properly record and manage contract retention associated with capital projects.

Coordinate with the Purchasing Division to review, process, and resolve purchase order corrections and related applications; process travel expenses and reconciliation forms for all County departments and employees.

Reconcile bank statements for all County issued procards, ghost cards and lodge card; resolve discrepancies with each of the statements.

Provide support in the preparation of year-end tax forms, such as 1099s.

Assist in designing and implementing software to be used countywide; provide guidance, support and training post implementation.

Provide operational support for key financial processes such as cash flow projection, settlements, and restitution. Verify

accurate disbursement of various payment types including foster family payments and juror payments.

Ensure adequate cash flow to support accounts payable weekly payment run in conjunction with Washoe County Treasurer's Department.

Process and understand the appropriate treatment of payments on behalf of Truckee Meadows Fire Protection District.

Perform general clerical support for staff as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Laws, rules, codes, regulations, and procedures applicable to area of assignment.

Automated financial management systems, ERP systems, and other software used by the County.

Generally Accepted Accounting Principles (GAAP) and the applicability to accounts payable functions.

Internal control standards and audit compliance procedures related to accounts payable functions in the County.

Ability to:

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Understand the organization and operation of each County department for appropriate interpretation and application of relevant laws, codes, and regulations.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Accounting and bookkeeping methods, practices, principles and procedures, and their application to a variety of accounting transactions.

Banking procedures related to reconciliation and deposits of public funds.

Standard accounting terminology, financial records, and general ledgers.

Principles of basic fiscal, statistical and administrative data collection.

Automated financial systems, Microsoft Office Suite, and a variety of software.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Read, interpret, apply, and explain pertinent laws, codes, regulations, and standards.

Review financial records and transactions for accuracy, identify discrepancies, and verify compliance with applicable regulations and standards.

Perform technical and clerical accounting work including establishing and maintaining a full range of financial records and files.

Maintain confidentiality of sensitive information.

Write business correspondence, reports, and other documents in a clear and concise manner.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, and FAX machines.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.