

LA SALLE COUNTY TREASURER'S OFFICE
ACCOUNTS PAYABLE / FIXED ASSETS CLERK

POSITION SUMMARY

-This position is responsible for the processing of all County purchase orders and assures that the correct procedures, documentation and filing are followed as well as maintain and update vendors list as needed. This position is also responsible for providing and maintaining correct and precise information to Commissioners court in order to approve bills. Is also responsible for proper documentation of all payments as well as the communication and acquisition of information/documentation between other offices, vendors and authorization of individuals.

-Responsible for recording County items serial numbers and description of said items purchased by the County and enter pertinent detailed data of these items into fixed assets software program(s) as well as affix bar code labels to each item recorded. This procedure involves physical travel to county offices on every item and file paperwork back in Treasurers office in their corresponding folder(s).

ESSENTIAL RESPONSABILITES

-Individual must be knowledgeable of proper procurement procedures and strive to upgrade and improve the system whenever necessary. Will assist other departments when the key individuals are absent, should strive to receive cross-training for all responsibilities pertinent of the Treasurers office. Responsible for other duties a requested by the County Treasurer.

ADDITIONAL RESPONSIBILITIES

-Some travel for conferences/meetings are required. Must be able to work whenever/wherever job requires presence or as deemed necessary by Treasurer. Drug and alcohol policy applies to this job. Communication in English and Spanish preferred. Regular attendance is required. Must be able to sit or stand for prolonged periods of time. Must be able to lift 30-45lbs. Must have a current Texas Drivers License. Must be a citizen of the United States or possess a valid visa with authorization to work in the United States.

Deadline: Tuesday July 25, 2017. Applications can be picked up in the Treasurer's Office or download copy from employment section on County website.

Supervised By: County Treasurer or Chief County Treasurer