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Accounts Payable Technician

JOB CODE	JOB FAMILY	PROFILE
JCV342	**Financial Services**	**Accounts Payable Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**September 17, 2026**

The Accounts Payable Technician performs a variety of routine accounting and related clerical tasks that involve financial recordkeeping and transactions. Processes financial transactions and enter/retrieve data and/or information into manual or technological systems. Areas of responsibility include cash receipts, disbursements, accounts receivable, billing, accounts payable, purchasing, treasury, and payroll. Maintains a variety of hard copy and electronic files and records. This position is a high-volume area that maintains that the county pays its obligations and are critical in maintaining the continuity operations for Bernalillo County. This classification is explicitly used in the Procurement Division.

Job Description

DUTIES AND RESPONSIBILITIES

- Enters, processes, and verifies for accuracy a variety of documents in the County's financial management and/or payroll systems, such as journals, vouchers and invoices; verifies accuracy of information, research discrepancies, post invoices based on applicable purchase orders and assigns codes.
- Receives warrants and checks from individuals or revenue sources; applies credit to the proper account; balances and forwards deposits to the proper Treasurer’s accounts payable reimbursement area.
- Processes payments received according to established procedures.
- Verifies and issues refunds for departments when services have been cancelled or not used.
- Communicates with vendors for accurate and timely posting invoices; monitors purchase order to ensure that they are balanced.

- Maintains daily records of invoices that need to be posted based on due date to ensure timeliness of payments, transaction records by balancing, preparing summaries to enter in computer; maintains records of delinquent invoices.
- Responds to vendor /department inquiries, research and answers employee and department questions regarding the status of accounts and payments, and the proper coding of transactions for accuracy.
- Conducts a reconciliation of vendor statements by reviewing and checking for any missing payments.
- Reviews and researches inquiries regarding coding, charges to vendor accounts.
- Prepares special reports and research related projects as designated by management.
- Scan image and index documents that are receive from vendors and departments. These documents include invoices, warrants, Exchange-Traded Funds (EFT), and Automated Clearing House (ACH) changes.
- All EFT/ ACH must be verified through the EFT/ACH process
- Assist and maintain scanning and related equipment to ensure proper operation.
- Provides training to user departments for processing invoices and goods receipts.
- Verifies and enters all new vendor requests in accordance with Internal Revenue Services (IRS) guidelines for proper submission of 1099.
- Checks Tax Identification Number (TIN) as a requirement to ensure proper compliance with IRS TIN specifications.
- Reviews and maintains all cell phone tables to ensure reconciliation with monthly billings, coordinating with information provided by departments.
- Processes and responds to all Inspection of Public Records Act (IPRA) requests based on state statute.
- Processes payroll payments/ garnishments as directed by payroll at each payroll period. Verifies accuracy and conformity with established payment procedures. Any discrepancies must be resolved before moving forward.
- All payments are quality checked for accurate remit address, amount and all backup documentation before payments are released.
- Prepares all request for document conversion and storage of records in accordance with state statute; work with appropriate departments on assigned records retention.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED

- One (1) year of general clerical experience in Business Administration or Business Management, or related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Depending on assignment, some positions in this classification may require possession of a valid driver's license, Class C or higher.
- Complete required supervisor training, if applicable.

BEHAVIORAL HEALTH SPECIFIC

Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at Bernalillo County Behavioral Health Services will be required to complete a caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

WORKING CONDITIONS

- Essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator, computer, fax machine, and copy machine are used in performance of essential job duties.
- Various forms of paperwork are handled in performance of essential job duties.