

Job Description

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and two (2) years of experience in accounts payable.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

One (1) year of experience with tax filing (**1099's**).

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
 Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight: 30 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.