Middle Rio Grande Conservancy District
Classification Description

TITLE: Accounts Receivable/Accounts Payable Clerk
FLSA: Non-Exempt
GRADE: 75
SUPERVISOR: Controller
DEPARTMENT: Accounting
REVISIONS: July 2025, August 2026

Position Summary:

Under the direct supervision of the Controller, monitors the business activities of the organization through the maintenance and control of financial records. Performs accounting support functions within the Accounting Department in accordance with established accounting principles, practices, policies, and procedures. The position is primarily responsible for accounts receivable and accounts payable activities and provides cross-trained backup assistance with payroll processing. Maintains confidentiality of sensitive and privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

Accounts Payable

- Enters invoices, prepares payment vouchers, processes payments through the issuance of checks from appropriate funds, monitors functions related to check issuance, and ensures payments are processed accurately and timely.
- Performs pre-audits of invoices to ensure accuracy, appropriate authorization, supporting documentation, and compliance with District policies prior to payment.
- Tracks payment of utility bills, prepares tax-exempt certificates, and creates and submits required 1099 reporting.
- Responds to vendor and staff inquiries regarding payments, invoices, and applicable financial procedures.
- Compiles financial information and supporting documentation required for payment processing and other accounting activities.
- Monitors applicable account balances and related financial activity to identify discrepancies and support accurate financial processing.

Accounts Receivable

- Reviews and posts Accounts Receivable deposits within Munis to ensure timely and accurate recording of incoming funds.
- Creates and processes General Billing Invoices within Munis, ensuring completeness, accuracy, and appropriate coding.
- Generates accounts receivable and accounts payable financial reports as necessary to reconcile financial data and support accurate account balances.
- Researches and assists with resolving discrepancies related to accounts receivable and accounts payable transactions.

Payroll Processing Backup

Following completion of appropriate training and demonstration of proficiency in the position's primary Accounts Receivable and Accounts Payable responsibilities:

- Serves as a cross-trained backup for routine bi-weekly payroll processing under established District procedures and the direction of the Payroll and Accounts Payable Coordinator and Controller.
- Assists with review and processing of employee time entries, time adjustments, leave entries, wages, deductions, and other routine payroll information within the payroll system.

- Assists with payroll imports, payroll data entry, and routine payroll corrections necessary to complete the bi-weekly payroll process.
- Identifies payroll-processing discrepancies or exceptions and refers them to the Payroll and Accounts Payable Coordinator, Human Resources, or Controller, as appropriate.
- Maintains confidentiality of payroll and employee information encountered while performing payroll-processing backup duties.

Payroll backup responsibilities are limited to payroll processing activities. This position does not have primary responsibility for payroll reporting, payroll tax reporting, regulatory reporting, payroll compliance interpretation, payroll system configuration, payroll reconciliation, general ledger reconciliation, or final payroll approval.

General Accounting Support

- Responds to inquiries from staff regarding financial procedures by providing information, direction, or appropriate referral.
- Compiles financial information for required documentation and processing.
- Participates in meetings, trainings, workshops, and other activities for the purpose of obtaining or communicating information required to perform assigned job functions.
- Cross-trains with other positions within the Accounting Department at the discretion of the Controller and/or Secretary-Treasurer.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED plus three (3) to five (5) years' experience in accounting or bookkeeping, plus a minimum of one (1) year experience in payroll processing, or an equivalent combination of education, training and experience. Must possess and maintain a valid New Mexico Driver's License with no major traffic violations and successfully complete required drug and alcohol screening and criminal background check.

Preferred Qualifications:

Experience with governmental accounting. Experience with Munis Municipal Financial Software or a comparable financial management system. Experience with accounts payable and accounts receivable processing. Previous exposure to payroll processing or automated payroll/timekeeping systems is preferred but not required.

Knowledge, Abilities, Skills, and Certifications:

Knowledge of:

- Accounts receivable and accounts payable systems and procedures.
- Basic accounting, bookkeeping, and reconciliation practices.
- Budgets and budget-monitoring processes.
- General ledger concepts as they relate to accounts receivable and accounts payable transactions.
- Business English, spelling, grammar, punctuation, and basic arithmetic.
- Basic payroll concepts and procedures following completion of assigned cross-training.

Ability to:

- Communicate effectively, both verbally and in writing.
- Establish and maintain professional working relationships with employees at all organizational levels.
- Work independently and meet strict timelines.
- Analyze transactional discrepancies and determine when matters require escalation.
- Exercise sound judgment within established procedures.
- Maintain confidentiality when working with financial and employee information.
- Learn and accurately perform routine payroll-processing activities as a cross-trained backup.
- Contribute to a team effort and accomplish related results.

Skill in:

- Operating word-processing, spreadsheet, database, and computerized accounting applications.
- Microsoft Excel and financial software applications.
- Accurate financial data entry.

- Reviewing and reconciling financial transactions.
- Preparing and reviewing operational and financial reports.
- Identifying discrepancies, researching causes, and assisting with appropriate resolution.

Physical Demands:
While performing the duties of this job, the employee regularly is required to sit for extended periods of time, use hands to finger, handle, or feel, and talk or hear. The employee occasionally is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment:
Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may occasionally be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.