



**Office of Bedford County Human Resources  
1 Public Square, Suite 101  
Shelbyville, TN 37160**

**Accounts Payable Clerk Opening**

The Bedford County Finance Department has an opening for **Accounts Payable Clerk**. This position performs accounting/financial work associated with processing accounts payable documentation.

Duties and responsibilities include processing requisitions and purchase orders, ensuring accuracy of accounts payable documentation, researching discrepancies, assigning purchase orders and invoices to proper accounts, processing invoices, generating checks, posting payables to ledger, generating reports, processing documentation, and maintaining records.

Will provide accounting support to payroll and other accounting activities as needed.

**Basic Qualifications:**

Must possess a minimum of an Associate's Degree in Accounting, Finance, Business Management or closely related financial field, Bachelor's Degree is preferred.

Education supplemented by a minimum of two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, accounts payable and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Please visit [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org) to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director  
Bedford County Mayor's Office  
1 Public Square, Suite 101  
Shelbyville, TN 37160

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