

**Office of the Governor
Position Description**

Position Title: **Accounting Administrator**

Principle Responsibilities

- Assign accurate object, commodity and vendor codes to all incoming invoices for payment vouchers and purchase orders
- Monitor and assign appropriate fund sources for coding purposes
- Monitor invoices for detail accuracy and matching of purchase order requests
- Issue Purchase Orders for contractual/commodity requests for Governor's Office and Governor's Mansion to appropriate vendors
- Enter purchase orders into State Automated Accounting System (SAAS) in a timely manner
- Receive check warrants from vendors and issue cash receipts for deposit into State Treasury funds
- Research all vendor inquiries including receiving phone calls, looking up paid statuses, and sending copies of checks to vendors when requested
- Maintain appropriate correspondence for the Administrative Division.
- Maintain JTPA funds for annual audit purposes
- Update vendor files as needed for accurate records and documentation
- Maintain monthly budget reports to ensure proper fund management
- Transfer money within same fund sources between major object codes as needed
- Ensure that ordering and payment processes comply with state purchasing laws
- Comply with updated travel laws and provide guidelines to staff for travel reimbursement regarding hotel, meal and mileage regulations
- Order office supplies for staff and maintain office supply needs at all times
- Place advertisements for bids in newspaper and update research to comply with state laws
- Assist the Director of Administration with preparing all budget requests for the Governor's Office and Governor's Mansion
- Assist Director of Administration and Director of General Services with special projects as assigned