

Job Title: Vendor Master

Job Code: 900798

Job Family: Administrative

Pay Grade: JC.13.13

FLSA: Non-Exempt

EEO: Office-Clerical

Department/Agency: Countywide

Position Number(s): 102560

Recommended Position Title(s): Vendor Master

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Creates and maintains vendor master data on behalf of the County, the Parks and Recreation District, and the Public Building Commission; upon departmental request, originates a supplier record in the Oracle EBS system based on information provided by the vendor; reviews completed W-9 Form obtained by the vendor and utilizes the IRS TIN (Taxpayer Identification Number) on-line matching system to ensure the 1099 payee information match against IRS records; completes and distributes tax exempt and W9 information for various vendors; reviews and corrects vendor records from IRS 1099 B notices; researches various questions from vendors about what payments were made for; notifies vendors of invoice numbers being paid.
- Compiles and keys data in Oracle financial system to cancel and/or reissue checks; distributes and documents check for vendor payments who have delinquent federal or county taxes; requests checks to be returned that need to be cancelled or reissued; provides Affidavit to vendors for checks that need to be reissued but original check is not available for return to the County; provides Treasurer's Office with Stop/Pay requests before checks are reissued; files/refiles documentation according to what action was taken on checks; sends list of new vendors within this County to Sheriff's Department to determine if they owe past taxes; keys information on vendor files to withhold payments that a vendor owes on past local taxes; disseminates checks and documentation for vendors owing back County and/or federal taxes; sets up withholding for tax levies or garnishments; completes deposit of funds for filing of IRS form 945.
- Notifies departments and vendors of checks over 6 months old that have not been cashed and processed for cancellation or re-issuance; requests department input on what action should be taken with checks still outstanding after 6 months; notifies vendors they were issued a check more than 6 months old that hasn't been cashed; maintains worksheet on status of each check over 6 months old; monitors and maintains all Payable stale dated checks; creates report of uncashed checks greater than 2 year old stale-dated check; runs report to list all checks; prepares the proper paperwork ready for Board approval by August 1st; publishes the list of names on the internet after Board approval; prepares journal voucher to write-off these checks by 30 days prior to Board approval.
- Keys data and distributes 1099S forms for right-of-way payments and ensures 1099-Misc forms are accurate before distribution; enters Right-of-Way description and other 1099S data into 3rd party software; ensures 1099S and 1099-Misc forms, mailing envelopes, and annual update from 3rd party software are ordered and received timely; reviews and modifies 1099-Misc data downloaded into 3rd party software (1099-Pro) for printing and filing tax forms; ensures all 1099 forms are mailed timely; ensures all 1099 forms/data is filed through 3rd party firm; corrects info on 1099 forms that are incorrect according to IRS records.

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.