



JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK

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|--|-------------------|-----------------------------|----------------------------|
| Department: | Finance | Classification/FLSA: | Full Time, Non-Exempt |
| Location: | City Hall | Reports To: | Finance Director |
| Supervises: | No one | Salary Range: | \$15.24 - \$19.05 per hour |
| Benefits: | Per City Handbook | Travel: | As needed |
| Date Written/Revised: 02/01/2021; 06/27/2023 | | | |

POSITION SUMMARY

Under the general supervision of the Director of Finance, the Payable Clerk is responsible for providing financial, administrative and clerical services. This includes, but is not limited to, processing and monitoring payments and expenditures with efficiency and accuracy to ensure that municipal finances are up to date, and that vendors and suppliers are paid within established time limits.

DUTIES AND RESPONSIBILITIES

- Performs all functions associated with the proper processing of vendor invoices, ensuring proper expenditure classification, timely payments, and resolving invoicing and payment issues. Process involves weekly check run/EFT
- Monitors and manages recurring transactions to ensure that they are recorded and paid in a timely and accurate manner
- Scanning of related documents into Laserfiche system
- Ability to perform functions of client invoicing utilizing Incode software, ensuring proper revenue classification; and other related responsibilities
- Performs import of receipts from other city offices into cash collections financial system
- Conduct research and analysis on assigned accounting problems
- Updating internal spreadsheets
- Assist the Accounting Manager with payroll and monthly tasks
- Purchasing card reconciliation and payment drafts
- Assists with Airport inventory data
- Assists with payroll processing
- Performs accounts payable duties for the Housing Assistance Program
- Other duties as assigned

POSITION COMPETENCIES

- Knowledge of accounting and office procedures
- Working knowledge of computerized financial systems and Microsoft office
- Ability to work under pressure and meet deadlines
- Ability to analyze data
- Good oral and written communication skills

EDUCATION

- High school graduate or equivalent. Associates or Bachelor's degree in finance, accounting, public administration or a related field from an accredited college or university preferred
- Two years' experience in an accounts payable related field preferred
- Strong computer proficiency, and experience in business or financial systems

PHYSICAL DEMANDS

Must possess mobility to work in an office setting and use standard office equipment, including a computer; operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed. May occasionally bend, stoop, kneel, reach push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

Work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.