

JOB TITLE: Accounts Payable Technician

JOB NO: CL062113

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide advanced level bookkeeping and complex accounting clerical duties to the City's central accounting system including primarily accounts payable; to assist in preparing and maintaining accounts payable and associated records; and to provide technical support to division staff.

SUPERVISION

General supervision is provided by the Accounting Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Maintain various accounts, ledgers, registers and journals according to established account classifications; research and resolve invoice discrepancies including those involving vendors; verify expenditure requests for proper coding, discounts, vendor information, freight and price changes.
3. Research, reconcile and process all corporate charge, state sales tax; reimburse or charge other departments or divisions for work order credits as requested.
4. Prepare, issue and distribute accounts payable checks to City vendors.
5. Prepare wire transfers/ACH payments for tax collections, medical payments and other accounts payable charges.
6. Prepare correspondence for returned and stale dated checks, process void checks, verify check status, and handle accounts payable write-offs.
7. Enter and verify data pertaining to expenditure requests and vendor file data into the computer system.
8. Balance and distribute 1099 forms to independent contractors, and related magnetic media submission to federal government. Request and maintain Federal W-9 forms on City vendors as needed.
9. Collect and verify information as requested including statistical data, incoming blanket or purchase orders, and invoice and vendor data; prepare and process vendor payment or employee reimbursement as required.
10. Answer accounts payable related inquiries from vendors, user departments and the general public.
11. Responsible as primary backup in absence of Administrative clerk to perform the essential duties and responsibilities of that position.

OTHER DUTIES AND RESPONSIBILITIES

1. Set up and maintain personal computer files as needed.
2. Audit and maintain files and records, prepare periodic reports and distribute to designated departments and divisions; photocopy, mail or fax materials as necessary.
3. Provide clerical support to assist designated division staff in the completion of their duties and responsibilities.
4. May assist audit staff as necessary.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

One year of increasingly responsible experience in accounting or bookkeeping including some experience with computer data entry equipment.

LICENSES AND CERTIFICATES

None.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and procedures of financial record keeping and reporting.

Basic mathematics and bookkeeping as applied to municipal accounting.

Modern office procedures, methods and equipment including computers and associated equipment.

Basic business letter writing and report preparation.

Skill in:

Analyzing and interpreting complex statistical data.

Assembling and preparing data for reports.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, and adding machines.

Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.

Research a variety of information.

Work independently in the absence of supervision.

Prepare and maintain detailed and accurate financial and statistical records.

Accurately prepare and post relevant data to the accounting and payroll systems.

Interpret and apply bookkeeping principles, rules and regulations.

Prepare a variety of routine financial statements, reports and analyses.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Occasionally lifting and carrying objects weighing up to 34 lbs.*
- *Bending, stooping, twisting, and reaching above the shoulder.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: February 2000; June 2002