

Accounts Payable Clerk

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled administrative support work preparing and processing accounts payable and other financial records and files, verifying account accuracy, preparing and maintaining computerized records system, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Verifies invoices for accuracy and appropriate account coding; enters invoices into computer system for General, Water, Sewer, Storm Water, Rex, and Capital Funds.

Generates paper and electronic checks and submits checks/invoices for approval while maintaining payment terms.

Corresponds with department managers and procurement specialist as needed to verify accuracy of documentation.

Transfers paid invoices and supporting documentation to electronic storage.

Matches invoices to purchase orders.

Reconciles supplier statements.

Maintains and processes 1099s.

Pulls paid invoices and compiles for auditors.

Performs the duties of Account Clerk as required.

Knowledge, Skills and Abilities

General knowledge of generally accepted governmental accounting terminology, principles, methods, procedures and equipment; general knowledge of routine accounting principles; general knowledge of standard office methods, techniques and procedures, business English, spelling and arithmetic; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates, vendors and the general public; excellent organizational and time management skills; strong attention to detail.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in finance, purchasing and accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.