



## **ACCOUNTS PAYABLE CLERK**

### **Summary**

Under general direction of the Director of Finance and guidelines set by policies, rules, and regulations, performs clerical tasks related to the efficient maintenance and processing of accounts payable transactions for the City. Performs all job duties in a professional and ethical manner.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Accounting**

- Responsible for the custody, collection, and accounting for all purchase invoices and disbursements of the City.
- Stamps invoices with the receive date and initials beside the receive date.
- Reviews purchase invoices for inaccuracies.
- Matches invoices with the appropriate purchase order and enters invoices for payment in a timely manner.
- Prioritizes invoices according to cash discount potential and payment terms.
- Processes the purchase order packets daily.
- Prepares and performs check runs as required.
- Prepares and processes electronic payments.
- Reconciles vendor statements and corrects discrepancies.
- Monitors accounts to ensure payments are up to date.
- Reconciles credit card statements monthly.

- Files tax returns with the Alabama Department of Revenue and initiates payment of the returns.
- Responsible for issuing 1099s and 1099 corrections.

#### **B. Reports and Records**

- Creates transfer vouchers for all checks runs in accordance with the Finance Department policies and procedures.
- Completes vendor credit applications and returns application to the vendor.
- Maintains vendor files and vendor accounts in Incode 10.
- Supplies sales tax exemption forms to vendors.
- Prepares consent agenda items as directed by the Director of Finance.
- Assists the Director of Finance with the preparation of the annual city audit.
- Prepares reports at the request of the Director of Finance.

#### **C. General Duties**

- Communicates with vendors and responds to inquiries.
- Responsible for maintaining and distributing the City's purchasing cards.
- Monitors Finance Department supplies and orders supplies when necessary.
- Assists Department Heads and Administrative Assistants with the procurement process.
- Adheres to chain of command as set forth in the City's Employee Handbook.
- Updates job knowledge by participating in educational opportunities.

**D. Performs any other duties in a safe manner as required by the Director of Finance and the City Administrator.**

### **JOB SPECIFICATIONS**

#### **Qualifications:**

- Must have a high school diploma or equivalent.
- Must have a minimum of two (2) years' experience in accounting, preferably from a municipal, county or publicly funded agency.
- Must be bondable.

- Must possess a valid driver's license and have an acceptable driving record.

**Knowledge, Skills, and Abilities:**

- Knowledge of the field of cash and accrual accounting.
- Knowledge of fund accounting.
- Knowledge of the City's procurement procedures.
- Must have above average mathematical, analytical, communication, and organization skills.
- Must be detail oriented.
- Ability to read and interpret policies, ordinances, rules, regulations and laws pertaining to City revenue collection and procurement procedures.
- Ability to operate a computer system.
- Ability to schedule own time such that deadlines are met in a timely and professional manner.
- Ability to concentrate on details for extended periods of time to ensure accuracy.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to maintain confidentiality of city and taxpayer records.
- Ability to establish and maintain effective working relationships with other employees, the public, and outside agencies.
- Ability to maintain regular attendance on the job.

**Physical Characteristics:**

- See well enough to read and print numbers without error.
- Hear well enough to understand normal conversation.
- Speak well enough to converse with large groups and other City employees.
- See well enough to read text on a computer monitor.
- Have ability to move freely about the office.
- Have ability to safely operate, enter and exit a motorized vehicle.
- Have ability to sit for long periods of time.

