

# Accounts Payable Technician

DEPT: Finance	FLSA: Non-Exempt
DIV: Accounting	EEOC: Para- Professional
DATE: July 2016	



## POSITION SUMMARY

Performs a variety of **working level, complex, technical clerical duties** as needed to expedite the day-to-day maintenance and processing of accounts payable claims and invoices; prepares, organizes and coordinates city travel.

## SUPERVISION RECEIVED

Works under close to general supervision of the Senior Accountant or Accounts Payable Technician.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

**Accounts Payable:** Receives, reviews, verifies and processes all accounts payable; receives invoices and verifies accuracy with city purchase orders; assures proper receipt of discounts and price breaks; sets up vendor accounts; assists in the completing and preparation of credit applications; contacts vendors as needed to resolve discrepancies and make corrections.

Scans all invoices into the SIRE system and distributes to appropriate supervisors to secure proper signatures for approval; enters approved invoices into Caselle for payment.

Prepares checks for payment of invoices; generates checks, prepares checks for mailing and mails the same; assures proper filing of duplicate records as needed to monitor status of checks issued; generates journals and registers associated with accounts payable processing; scans and indexes checks into the SIRE system to match invoices

Performs a variety of miscellaneous accounts payable functions and maintains related information, including vendor tax exemption information.

Maintains various files and records; runs reports, pulls invoices and keeps accurate records of invoices that have been paid; purges records according to established records retention schedules.

Assists in the preparation of various periodic reports; assures accuracy, completeness, and timely delivery; prepares and issues annual 1099's for tax purposes.

**Travel Coordinator:** Coordinates travel plans and travel expenses in the city; reviews travel authorization form for accuracy and completeness; arranges and books registrations, hotels, airfare, car rentals and Per Diems; keeps accurate accounting records and receipts that substantiate travel expenses.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school with course backgrounds in accounting, bookkeeping or some other related field, plus one (1) year of specialized training provided through professional workshops, in-service or on-the-job programs;
- AND
- B. Two (2) years responsible work experience providing training in practical bookkeeping or accounting;

OR

- C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications. **Some knowledge of** laws and regulations governing accounting responsibility; acceptable purchasing procedures; general office management; inter- personal communication skills.

**Skill in** the operation of computer terminal and data entry equipment.

**Ability to** work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, keyboard, etc.; work under time pressures in meeting deadlines; communicate effectively and verbally and in writing; develop and maintain effectively working relationship with elected officials, professionals, the public and fellow employees.

3. Special Qualifications

Must be able to perform keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing necessary to the performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Tasks require rapid multi-tasking and continuous concentration on detailed assignments.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)