

MAJOR FUNCTIONS

This is paraprofessional and technical accounting work involving the preparation and interfacing of data into the accounts payable financial system. Incumbents review, approve, and process invoices and other pay requests for purchases of goods and services (as well as term contracts, formal contracts, continuing service agreements, sub-recipient grants and other procurements made by individuals throughout the City organization), ensuring funds are expended using proper accounting and auditing procedures. Work requires considerable independent judgment and use of acquired knowledge and accounting skills. Work is performed under general supervision of the Accounts Payable supervisor, with review made to ensure that the work is being performed in accordance with prescribed policies, procedures, and commonly accepted office practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Receives, verifies and interfaces high dollar transactions into the financial management system. Compiles and prepares complex financial reports. Reconciles invoices with purchase orders and contracts or other agreements to determine correctness of form and adherence to policies and procedures. Acts as contact person for procurement, City departments, and vendors handling questions concerning payables. Facilitates the resolution of internal and external customer concerns on transactions or processes. Reviews pending and other problem transactions and takes necessary actions to prevent fraudulent payments. Prepares vouchers for check, ACH, and wire transfer payments using computerized accounting modules. Assists in the development of accounts payable policy and procedures and recommends changes. Monitors computerized financial accounting system for operational problems. Analyzes expenditures for various accounts. Audits transactions to ensure compliance with federal, state, and local laws. Assists supervisor on special projects as needed. Provides instruction and training to City employees regarding general accounts payable functions and operations. Performs related work as required.

Other Important Duties

Serves on various departmental project teams as needed. May direct and review the work of subordinate and temporary employees. Performs functions of the Senior Accounts Payable Specialist in his/her absence, as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Considerable knowledge of the principles of accounting, statistical, and fiscal processing. Knowledge of state, federal and local laws pertaining to accounting. Considerable knowledge of bookkeeping, purchasing, budget, and statistical analysis and reporting. Knowledge of research techniques. Knowledge of protocol regarding print and electronic media. Ability to develop and assist in the installation of management systems, forms, and procedures. Ability to complete complex oral and written instructions and to communicate clearly and concisely, orally and in writing. Ability to plan, organize and perform work independently. Ability to establish and maintain effective working relationships with superiors, subordinates, City officials, and the public. Considerable skills in the use of microcomputers and the applications necessary for successful job performance.

Minimum Training And Experience

Possession of an associate's degree with courses in accounting, bookkeeping, finance, or a related area and three years of experience that includes responsibility for accounts payable or accounts

receivable using a financial management system, or an equivalent combination of training and experience.

Established: 04-14-07
Revised: 02-19-10*
07-07-18