

CITY OF MOORE

Job Description

Accounts Payable Clerk

Job Code: 6404
Exempt: No
Department: Finance
Reports To: Finance Director or Assistant Finance Director
Location: City Administration Office
Date Prepared: January 13, 2016
Date Revised: February 28, 2019

GENERAL DESCRIPTION OF POSITION

To perform a variety of clerical and technical financial duties in support of an assigned area including the processing and maintenance of accounts payable activities; to provide accurate information to other city departments and the general public; and to perform a variety of duties relative to the assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform a variety of clerical and technical financial duties in assigned area including accounts payable; receive, process, monitor and record financial transactions as necessary; track information on computerized or manual systems; enter, retrieve and evaluate data; maintain records of all transactions; prepare reports as required. This duty is performed daily, about 20% of the time.
2. Maintain various ledgers, registers and journals according to established account classifications; prepare, correct or adjust entries as necessary; prepare, update and maintain a variety of files, records and filing systems; verify and distribute information as requested. This duty is performed daily, approximately 20% of the time.
3. Print, encumber, distribute, copy and file purchase orders for various departments; verify invoices with purchase orders; make adjustments and corrections as necessary; check outstanding purchase order list for old purchase orders or purchase orders which have been voided. This duty is performed daily, about 20% of the time.
4. Answer questions and provide information to the public, vendors, builders, and other outside agencies and City departments and divisions; receive and respond to citizen and client complaints and questions; provide information to outside agencies, vendors and other City departments; work in cooperation with other departments in accounts payable services and functions; refer to appropriate department staff member for resolution as needed. This duty is performed daily, about 10% of the time.
5. Input and update data; run reports and distribute as required; receive, review and distribute accounting and other financial records; prepare, update and maintain a variety of files, records and filing systems; verify and distribute information as requested. This duty is performed daily, approximately 5% of the time.

6. Provide technical and clerical assistance to the Finance Director and Assistant Finance Director including managing special projects as assigned; assist in preparation of the City budget under direction of the Finance Director. This duty is performed annually, about 2% of the time.
7. Work with auditors as needed and provide all information needed. This duty is performed as needed, about 2% of the time.
8. Open and distribute incoming mail to appropriate department's offices; sort and process outgoing departmental mail. This duty is performed as needed, approximately 1% of the time.
9. Ensure new vendors are entered into computer system; monitor and update any changes to vendor information; mail and/or fax forms and affidavits to vendors. This duty is performed monthly, about 4% of the time.
10. Prepare claim list; copy claims lists and distribute to Finance Director, other department heads and the general public as needed; write and mail checks after City Council meetings and after payroll related claims are available for processing. This duty is performed daily, about 10% of the time.
11. Assist with expenditure of HUD DR grant funds. This duty is performed as needed, approximately 2% of the time.
12. Provide staff support to assigned department including assisting with the reception desk or customer service as necessary. This duty is performed as needed, approximately 1% of the time.
13. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
14. Confidentiality is required upon specific notification to the employee.
15. Perform any other related duties as required or assigned.
16. Good attendance is required.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; frequently required to talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Operations, services and activities of assigned accounting program area
- Methods and techniques of disbursing and reporting financial transactions
- Methods and techniques of maintaining contracts and records
- Accounting and bookkeeping principles and practices
- Methods and techniques of setting up and maintaining a variety of accounts including purchasing records
- Principles and procedures of record keeping and reporting
- Principles and practices of balancing and reconciling financial transactions.
- Advanced mathematical principles

Ability to:

- Interpret and explain a variety of department issues and policies
- Prepare clear and concise reports and records
- Maintain a variety of finance related records
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from vendors and other City departments
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training

Experience:

Two years of clerical accounting experience, preferably in a municipal environment.

WORKING CONDITIONS

Employee must lift items such as supply boxes, and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperatures.