

Position Description

Title: Finance Clerk - Accounts Payable

Classification: Financial/Clerical

Pay Grade/Salary Range: 15 / \$31,504.67 - \$44,515.28 (Hourly)

Supervised By: Finance Operations Director

Functions & Responsibilities

1. Coordinates monthly Accounts Payables

- Prepares requisitions and purchase orders
- Communicates with all departments to verify purchases
- Matches invoices to receiving documents
- Ensures credit is received for outstanding memos
- Assures appropriate account number recorded on invoices
- Posts invoices into the computer system
- Generates Accounts Payable monthly invoice list
- Prepares monthly reports to be included in Aldermen packets
- Researches vendor statements, phone calls, and discrepancies
- Files paid and unpaid invoices and statements
- Organizes and matches paperwork
- Verify all transactions have been approved prior to payments
- Prints checks and mails payments in an accurate and timely manner
- Scans invoices, checks, and documents and attaches to purchase transaction
- Maintains historical records and organizes documentation

2. Assists Utility Department as needed

- Works at front desk as a cashier as needed
- Prepares Accounts Receivable information for input as needed
- Counts cash, reconciles cash drawer and prepares deposits as needed
- Processes Utility Billing refunds

3. Assists Chief Finance Officer with accounting procedures

- Assists with data entry as needed
- Assists with filing
- Assists with the preparation of the budget
- Assists in recording dedicated revenue and expenditures to assure compliance
- Assists with annual audit procedures
- Tracks expenses for budgeting

4. Assists with preparation of the City's annual budget

- Provides historical information to department heads and other appropriate personnel
- Answers questions and provides information about specific issues or problems

- Assists with City budget for each fiscal year with input from department heads
- Assists with monitoring expenditures throughout the fiscal year
- Assists with preparation of budget amendments each July and/or December as needed

5. Supports other departments

- Answers and directs telephone calls
- Helps with constituent walk-ins
- Fills in for front desk staff as needed
- Accepts and processes payments
- Provides documentation to department heads and other appropriate personnel
- Performs other duties as directed

Minimum Requirements

- The person in this position must have a High School diploma or its equivalent and a minimum of three (3) to five (5) years of business office experience. Accounts payable experience and/or knowledge of Incode Software is a plus but not necessary. Must have computer skills.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime
- This employee must possess a valid State Driver's License
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement