



## **JOB DESCRIPTION**

Title: **ACCOUNTS PAYABLE TECHNICIAN**  
Department: Finance & Administration  
Class Code: 6052  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1995 (Rev. 12/2018)

### **GENERAL PURPOSE**

Under general supervision from the Finance Director performs accounts payable maintenance/processing for payment; processes purchase order invoices/receiving reports, check requests for payment and reconciliations; provides administrative support for the Finance Director.

### **EXAMPLE OF DUTIES**

- \*-- Processes accounts payable weekly (data entry, verification, reconciling, updating); files related reports, supporting documentation, check copies; matches check with related remittance advice and mails all checks. Is responsible for reconciling accounts payable and miscellaneous deposits on a quarterly basis.
- \*-- Trains other departments on accounts payable processing.
- \*-- Processes 1099 information and prepares required reports and forms. Maintains W-9 records and ensures compliance with applicable IRS guide lines.
- \*-- Receives invoices via mail/email and distributes to various departments.
- \*-- Processes city purchasing card statements and related journal entries.
- \*-- Processes unclaimed property information.
- \*-- Receives all visitors or calls for Finance Director; handles questions on matters of a technical nature and directs others to appropriate staff members.
- \*-- Performs a variety of administrative duties for the Finance Director.
- \*-- Audits all petty cash funds.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associates degree (preference given to Bachelor's Degree) in a business-related field and one (1) year experience in an accounting-related position, or any combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of Microsoft Office including PowerPoint, working knowledge of internet access products.
- Working knowledge of payroll and accounts payable functions; working knowledge of modern bookkeeping and accounting practices and procedures.
- Ability to do mathematical calculations quickly and accurately; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine.

## **PHYSICAL DEMANDS**

The physical demands 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.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

-- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.