

**MAJOR FUNCTION**

This is a paraprofessional accounts payable position that is responsible for reviewing, processing, and maintaining accounts payable records that are interfaced into the city's accounts payable and financial management systems. Primary functions include reviewing, entering/importing and payment of vendor invoices for basic goods and services. This position will also support the basic functions of the purchase card program as assigned by management. Work is performed under the general supervision of a Supervisor-Accounting Systems.

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

Reviews vendor invoices to ensure all elements are included for efficient processing. Works with vendors and departments to resolve any problems or omissions necessary to process an invoice for payment. Vouchers proper invoices for basic goods and services in the core financial management system. Provides support to higher level accounts payable staff on more complex vendor transactions. Provides support to the Senior Accounts Payable Specialist in the preparation of accounts payable reports, documentation and registers for transmittal to the treasurer clerk's office. Provides support and data entry and management of purchase card holders and proxies. Performs other basis purchase card program functions such as importing bank transactions and statements as assigned by the Supervisor of Accounts Payable/P Card. Participates in training and daily support of ensuring departmental staff that receive on goods and services understand the requirements to ensure efficient and effective payment management. Assists with processing of the Fleet report and Accounts Payable daily mail distribution.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Through knowledge of accounting practices and procedures, especially as they relate to government purchasing and disbursement systems. Basic knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Basic knowledge of the principles of accounting, statistical, and fiscal processing. Basic knowledge of state, federal and local laws pertaining to prompt payment of vendor invoices. Ability to assist in the installation of new financial 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 degree; or possession of a high school diploma or an equivalent recognized certification and three years of experience that includes accounts payable or accounts receivable using a financial management system; or an equivalent combination of training and experience. .

Established: 07-07-18