

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Accounts Payable Specialist	Department : Finance	
Reports to: Accounting Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Accounting Supervisor	Pay Grade:	Approval Date: 08/16/05

### POSITION SUMMARY:

The fundamental reason this classification exists is to plan, coordinate, and process the Accounts Payables for the City. Reviews and processes for payment purchase orders, invoices, statements, vouchers, annuities, garnishments, and/or other check requests, as appropriate. Draws, verifies, and posts payment checks, and prepares ledger entries. Handles the resolution of account discrepancies and procedural inquiries

### CLASS CHARACTERISTICS:

Positions in this class are flexibly staffed and are normally filled by advancement from the lower grade of Accounting Assistant Series, or when filled from the outside, require prior clerical accounting experience. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. Accounts Payable Specialist works under general supervision and, within a framework of established procedures, is expected to perform a variety of accounting duties with only occasional instruction or assistance.

### ESSENTIAL RESPONSIBILITIES:

Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements

Matches original invoices and requests for payment with internal purchase orders or check requests; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary

Codes, verifies, and electronically enters accounts payable data into ledgers

Draws, verifies, and posts payment checks to appropriate vendors and/or agencies

Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries

Monitors blanket purchase orders and periodically notifies departments of balances

Maintains logs, enters and balances account data, and generates statistical summary reports as required.

Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.

Inputs information into a computer system or manually prepares forms to produce warrants; reconciles and prepares payment requests for nonpurchase order expenditures such as utility and telephone payments.

Provides information to vendors regarding invoices and purchase orders.

Maintains accounting and financial and statistical records and prepares periodic or special reports

Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports

Enters and retrieves data from an online or personal computer system; may use such technology to produce standard reports.

May perform other work as assigned

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#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Financial record keeping and bookkeeping practices and procedures; Basic auditing principles and practices; The specific functional area to which assigned (i.e., accounts receivable, accounts payable, treasury, payroll, municipal utilities); Office practices and procedures, including filing and the operation of standard office equipment; Correct business English usage and the standard format for typed materials; Business arithmetic as applied to accounting and auditing office support functions; Basic business data processing principles and the use of word processing equipment.

**Skilled in** – Preparing, maintaining and reconciling various financial, accounting, statistical and numerical records; Performing detailed accounting clerical work accurately; Organizing and maintaining office files; Making accurate arithmetic calculations; Using initiative and sound independent judgment within established guidelines; Operating standard office equipment, including a calculator, word processor and centralized telephone equipment; Prioritizing work, coordinating several activities and meeting critical deadlines; Establishing and maintaining effective working relationships with those contacted in the course of the work; Understanding and carrying out oral and written directions

**Ability to-** Perform various financial and statistical recordkeeping duties; Communicate effectively in written and oral form; Follow oral and written directions; Develop and maintain effective working relationships; Operate office equipment, including calculator and computer.

**Licenses and Certificates** – Possession of or ability to obtain a valid California driver's license may be required for some positions. Must be able to pass the Microsoft Office 2003 test as well as Standard Accounting test with a pass score of 75%

**Physical Abilities and Work Environment** – The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While

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

**Other** – Bilingual fluency in English and Spanish is desirable.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** –Three years of clerical accounting experience, or Previous experience as a Accounting Assistant II with the City of Wasco.

**Education** - Graduation from high school or G.E.D. equivalent

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**ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date