

ACCOUNTS PAYABLE CLERK

City of Los Fresnos

GENERAL STATEMENT OF DUTIES

Work under supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

DISTINGUISHING FEATURES OF CLASS

The Accounts Payable Clerk will receive assignments from Finance Director, although regular assignments may be performed more independently. The employee will receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information.

Work is performed under the supervision of the Finance Director and is evaluated through conferences, reports, and the overall efficiency of assigned tasks and programs.

ESSENTIAL FUNCTIONS

Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information.

Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.

Detect and resolve problems with incorrect orders, invoices, and shipments as needed.

Input data into accounting system (Incode).

Prepare correspondence, forms, manuals, reports, and payment authorizations following City standards and requirements.

Compile, maintain, and file all reports, records, and other documents as required.

Maintain vendor files and set up new accounts and make changes as they occur.

Receive incoming calls, answer questions, and direct calls to the proper party.

Compiles information from data generated within the organization or submitted from other departments for month end review.

Computes a variety of arithmetic calculations using a calculator or computer.

Reviews and verifies records and reports to insure that required information is provided and is correct.

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Provides exceptional customer service.

Performs other work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and word processing

Ability to maintain clerical records and to compile reports from these records.

Proficient in keyboarding, 10-key numerical data entry, and file maintenance.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

EXPERIENCE AND TRAINING

Some experience in technical or clerical work of an accounting or bookkeeping nature.

Graduation from high school.

PHYSICAL DEMANDS

Must be able to:

Stand

Walk

Sit

Stoop, kneel, crouch, or crawl

Use hands to finger, handle or feel

Reach with hands and arms

Talk or hear

Exert or Lift:

Up to 25 lbs.

Environmental conditions include:

Work near moving mechanical parts

Typical noise level is: Moderate (examples: business office with computer keyboards and printers, light street traffic)

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/ or skills of all

personnel so classified, The “performs other work as a required/assigned” statement about is to be understood that it may be necessary to expand an employee’s duties and or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE WHEN VISITING CITY HALL.

Employee Signature

Date

Department Head Signature

Date

City Manager Signature

Date