

CITY OF BEREA  
POSITION DESCRIPTION

Class Title: Accounts Payable Specialist

Department: Administration

Supervisor: Director of Finance

Supervises: None.

Class Characteristics: Process and prepare payments and check requests to vendors, posts to general ledger; responds to inquiries from department heads and vendors; maintains vendor records; performs related work as required.

Distinguishing Features of the Class: The work in this class involves responsibility for the accurate and timely preparation and recording of all city expenditures. Work includes performing the payables function, maintaining vendor files, reconciling vendor statements, report preparation, answering vendor questions, etc. Work is under the daily supervision of the Director of Finance.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Enters all purchase orders into computer, checks for accuracy, and balances with invoice.
2. Maintains updated vendor list; works with vendors as required.
3. Prints checks on computer; hand-writes checks for funds and enter into computer.
4. Distributes all reports and general information to each department.
5. Greets visitors in person and by phone; performs public relations functions.
6. Assists with maintaining files for the office.
7. Provides backup for other office personnel.
8. Prepares and mails 1099's.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years related work experience; Associates or Technical Degree in related field preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of simplified version theories and practices of public finance,

including methods used in financial accounts and records.

2. Knowledge of laws, ordinances, rules and procedures relating to financial records preparation, retention and preservation.
3. Knowledge of basic accounting.
4. Knowledge of automated data processing principles and techniques.
5. Knowledge of business English and arithmetic.
6. Knowledge of modern office practices, procedures, equipment, and techniques.
7. Knowledge of computers, calculator, copier, and related office equipment.
8. Knowledge of payroll function.

Skills:

1. Skill in the use of computer, calculator, and other office equipment.

Abilities:

1. Ability to work with confidential information.
2. Ability to communicate effectively, orally and in writing.
3. Ability to prepare and maintain accurate records and reports in a timely manner.
4. Ability to perform detailed analysis of accounts; to work without direct supervision; and to understand and follow complex oral and written instructions.
5. Ability to respond courteously and informatively to vendor and employee and citizen requests for information.
6. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: There is a choice of standard procedures.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, calculator, copying machine, printers, telephone, etc.)

Physical Demands: Work is typically performed indoors at a desk or table with intermittent sitting, standing and stooping; must lift light object (less than 25 pounds) as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: None.

Availability: N/A.

Certification Requirements: None.

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.