

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>A/P ACCOUNTS SPECIALIST (PART-TIME)</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	
<b>Effective Date</b>	<b>October 2018</b>

### General Statement of Duties

Performs accounting tasks related to account payable; ensures all payments are processed timely and accurately; monitors purchasing card accounts and purchases to comply with City policies; performs a variety of administrative support and clerical duties; and performs related work as required.

### Classification Summary

The principal function of an employee in this class is to perform accounting tasks related to the City's accounts payables and ensure compliance with City policies. The work is performed under the direct supervision of the Staff Accountant, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, vendors, business owners, other government agencies, and the general public. The principal duties of this class are performed in a general office environment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Distributes incoming electronic mail to the various departments;
- Receives all electronic invoices and credits for purchase, including routing emails to proper departments for payment processing;
- Receives all invoices and purchase orders encumbered by City-wide personnel;
- Reviews AP invoice proof lists to verify the accuracy of charges;
- Inputs all necessary AP Invoices as needed for City Hall and various departments into accounting software;
- Compares each invoice with the appropriate purchase order to ensure accuracy;
- Reviews statements monthly to make sure payments are up to date and requests copies of outstanding invoices as needed;

- Coordinates the checking of any discrepancies by contacting the City department in question and/or the vendor;
- Ensures all 1099 tax information has been received from vendors before mailing vendor checks;
- Prepares annual IRS report 1099 for review and approval by Payroll and Accounting Specialist;
- Responds to request for information from vendors and City departments concerning payment issues;
- Verifies and examines purchase orders for a properly authorized purchasing agent, department head and amount;
- Prepares electronic AP check proof list for City Council review and filing;
- Verifies all vendor names are accurate on outgoing checks and the check amount matches the invoice amounts;
- Files all vendor checks and vouchers and mails all vendor checks;
- Ensures vendor checks and documents are easily retrievable from the filing system;
- Tracks and checks all travel and training forms for accuracy;
- Verifies all receipts and notifies appropriate City department of any discrepancies;
- Assists City employees in the correct procedure on completing purchase orders, invoicing and completing travel and training forms;
- Responsible for compiling reports concerning invoices and checks during the annual audit;
- Provides billing information to accounts receivable as needed;
- Maintains and updates the City's Finance website;
- Gathers, assembles, updates, distributes and/or files information, forms, records and data as requested;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of current practices, policies and procedures involved in accounts payables;
- Good knowledge of modern office procedures, practices and equipment;
- Good knowledge of modern office filing systems and procedures;
- Some knowledge of the function of services within the public sector, preferably within a municipality;

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability in math to add, subtract, multiply, divide and derive percentages, specifically as it pertains to the handling of money;
- Ability to operate a 10-key machine by touch;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees, and the general public;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Some related office and/or customer service representative experience; and
- Some related accounting experience or education; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Subject to a pre-employment drug test and background check.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review type written documents in both electronic and hard copy form;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in the general office environment.