

City of Batesville

Position Description

Job Title: Accounts Payable Clerk
Reports to: City Clerk

Department: Administration
Pay Status: Hourly

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbents(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVES:

The incumbent is primarily responsible for processing invoices and paying the monthly bills. Work requires coordination, concentration and the ability to work under stress and multi-tasking.

ESSENTIAL JOB FUNCTIONS:

- Data entry
- Opening mail/email and processing invoices.
- Requiring the handling of cash, checks, and making bank deposits.
- Issuing purchase orders for new purchases
- Matching P.O.s with invoices and invoices with statements
- Prepare and process payments
- Research and working with Dept. Heads to resolve any issues on invoices
- Scanning invoices to vendor file
- Filing invoices
- Answering multi-line phones
- Oversight of purchase card assignment and monthly reconciliation
- Other duties as assigned

EDUCATION AND EXPERIENCE QUALIFICATIONS:

- High School diploma or GED.
- Experience in Accounts Payable or administration related field.
- Knowledge of the budget processes.

- Must be proficient with or learn and become proficient with current and/or future City accounting software within one (1) year.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess and maintain a valid driver's license.

LANGUAGE SKILLS:

Ability to read, and interpret documents such as correspondence, ordinances, City codes, and procedure manuals. Ability to professionally compose effective correspondence independently.

MATHEMATICAL SKILLS:

Requires a wide range of basic to intermediate mathematical skills. Ability to add, subtract, multiply, and divide in various units of measure, using whole numbers, fractions and decimals. Ability to perform these operations using units of American money and weights measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to effectively manage case sensitive and occasionally controversial and highly emotional issues affecting the public, employees, and administration of other departments.

TECHNICAL SKILLS:

- Proficient with word processing (i.e. Microsoft Word), budget and financial documents and accounting records.
- Knowledge of spreadsheets (i.e. Microsoft Excel).
- Must be able to affectively operate standard office equipment including, but not limited to, 10-key calculator, postage machine, copy machine, fax machine and scanning machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee is frequently engaged in keyboarding (typing) and operating a personal computer.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quite to moderate. There will be periodic to frequent interruptions by phone or in person.

The City of Batesville is an At-Will Employer.