

## Accounts Payable Clerk

**Closing Date: Open until filled.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process and schedule invoices for timely payment.
- Review payment authorizations for accuracy and appropriateness.
- Interact with vendors and/or customers to resolve discrepancies and late or misapplied payments.
- Interact with departments to resolve purchase order and invoice differences.
- Research incomplete invoices with vendors and/or departments for missing information.
- Assist internal and external customers with questions and payments.
- Disburse and record petty cash expenditures, reconcile cash fund and request reimbursements to replenish cash fund.
- Review and reconcile accounts payables accounts from subsidiary ledger to the general ledger.
- Verify procurement card usage reports to credit card statements; reconcile differences, prepare report and related journal entry to record departmental expenditures.
- Assist in the design, production and distribution of Comprehensive Annual financial Report and/or other financial reports.
- Informs other staff and /or outside parties regarding procedural requirements for the purpose of processing transactions.
- Review and prepare checks to be mailed and issue to vendors Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions
- Performs pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment.
- Processes making payments from funds and issuance of check documents for the purpose of making payments from all funds and the functions relating to the issuance of check documents.
- Prepare spreadsheets.
- Act as a substitute for Executive Assistant.
- Performs other duties as assigned and directed by Administration.

### **Education and Experience:**

- High School Diploma or Equivalent
- Two (2) years of recent work experience performing customer service duties with a high volume of public contact.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced environment.
- Exceptional communication skills.
- Strong administrative skills.
- Proficiency in Ms Office with expertise in Microsoft Word & Excel.

**Inquires:**

Please submit a cover letter and resume to:

City of Pahokee

Human Resource Manager

Jacqueline Ramsay

207 Begonia Drive

Pahokee, FL 33476

Email: [jramsay@cityofpahokee.com](mailto:jramsay@cityofpahokee.com)

Job Type: Full-time