



## **CITY OF PAHOKEE**

### **JOB DESCRIPTION**

**JOB TITLE:** Accounts Payable

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Director

**SUPERVISES:** N/A

**FLSA:** Non - Exempt

#### **JOB SUMMARY:**

This position is responsible for paying city obligations, matching purchase orders with invoices, communicating with vendors and city employees regarding bills when necessary, entering obligations into software printing and distributing checks and filing paid invoices with copy of check.

#### **ESSENTIAL DUTIES:**

- 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.
- Perform other duties assigned.

#### **MINIMUM REQUIREMENTS:**

- Associate's degree in finance, accounting or related field or minimum of three years of experience in accounting, preferably governmental accounting.
- Knowledge of governmental accounting systems is preferred.
- Able to speak clearly and persuasively in positive and negative situations
- Able to establish and maintain effective working relationships.
- Possess strong problem-solving skills and is able to work independently.
- Proficient in the use of spreadsheet and accounting software
- Able to operate necessary equipment, including personal computer, calculator, printer, copier and other standard office equipment.

#### **SUPPLEMENTAL INFORMATION:**

- Tasks involve sitting; standing, walking; requires ability to utilize a variety of modern office equipment, must be able to hear (hearing aids acceptable); must be able to speak (express or exchange of information by means of spoken words). The employee must occasionally lift and/ or move up to 10 pounds.
- Contact with internal and external customers, vendors, outside agencies and general public.
- May be required to work hours other than regular schedule including nights, weekends, and holidays.

**DISCLAIMER:**

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required and shall not be construed as a declaration of the specific duties, responsibilities and qualifications required of employees assigned to this classification.

- \* City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

**ACKNOWLEDGEMENT:**

I acknowledge that I have read the job description and requirements for the Accounts Payable Clerk/Specialist position and I certify that I possess the requisite qualifications and skills to perform these functions.

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Applicant Signature

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Date

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Witness