

## ACCOUNTS PAYABLE SPECIALIST I

### **Job Summary:**

Under the direction of an assigned supervisor, performs routine accounting work related to the preparation, processing, and maintenance of financial records for accounts payable. The Accounts Payable Specialist I is the entry-level classification in the two-level series. Incumbents perform routine, semi-complex and varied accounts payable duties, which requires general knowledge of accounts payable procedures. The Accounts Payable Specialist II performs difficult and complex accounts payable responsibilities, which require substantial knowledge of City accounting and accounts payable procedures.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Maintains a large, established accounts payable system affecting all City departments.
2. Prepares and maintains, and ensures accuracy of records for assigned vendor accounts and a variety of related reports, logs, and listings.
3. Whenever applicable, ensures that there is a valid and duly executed contract or agreement prior to processing and release of payments.
4. Reviews and balances encumbrances and adjusts as appropriate.
5. Reviews and verifies accuracy of invoices, vouchers, bills, statements and related documents.
6. Audits invoices against purchase orders, traces and then rectifies discrepancies.
7. Assembles corrected and verified accounts payable documents to be used for computer input and performs data entry to produce checks.
8. Makes adjustments to correct errors and misclassified transactions; posts to ledgers, journals, and registers.
9. Produces, sorts, and distributes checks.
10. Verifies various accounts payable reports leading to the preparation and submission of the demand register resolution and accounts payable detail reports.
11. Interprets and applies accounting rules and regulations.
12. Provides information and assistance to vendors, outside agencies, and City employees.
13. Participates in system procedures modifications.
14. Maintains confidentiality of information and records.
15. Provides work direction and guidance to others as assigned.
16. Operates a variety of office machines including computer and related software, calculators, typewriters, ten-key adding machines, and copiers.
17. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Graduation from high school or GED and completion of business, bookkeeping, or accounting coursework and three (3) years of full-time, paid accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- General recordkeeping and bookkeeping practices.
- Accounts payable methods and procedures.
- Basic accounting principles, practices, and procedures.
- Reporting formats and terminology.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communications skills.
- Modern business office practices and procedures, including filing systems.
- Applicable codes, regulations, and policies.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware, and other office machines.
- Principles and practices of providing work direction to others.

**Skill and/or Ability to:**

- Read, interpret, apply, and explain rules and regulations related to accounts payable.
- Apply bookkeeping and financial record keeping principles to the accurate maintenance of complex and specialized fiscal and accounting records.
- Learn office policies, procedures, and practices.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records and prepare clear and concise reports.
- Prepare and maintain accounts payable records and reports in electronic format.
- Operate office equipment such as calculator, computer, and related software.
- Perform computer data entry rapidly and accurately.
- Understand and carry out instructions.
- Establish and maintain effective working relationship with others.
- Work confidentially with discretion.
- Effectively communicate orally and in writing.
- Comply with reporting deadlines.

**License:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which is primarily sedentary.
- Require to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work evening and/or weekends.