



## JOB DESCRIPTION

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**TITLE:** Accounts Payable Technician I/II  
**DEPARTMENT:** Finance  
**GRADE:** 12/13  
**FLSA:** Non-exempt  
**EEO DESIGNATION:**  
**REVISION DATE:**

Under the general administrative supervision of the Finance Director, this position performs cash receipting, accounts payable and bank deposit preparation. Prepares receipts utilizing computer based software and receives incoming telephone calls related to payment on accounts. Handles all correspondence with vendors and responds to public inquires for information and distributes mail to the departments of the City.

### **SUPERVISION RECEIVED:**

This position works under the administrative direction of the Finance Director with minimal supervision. The position must demonstrate an ability to make decisions independently regarding processing of cash receipts to the correct budget account classifications, process all invoices for payment to vendors and be able to follow policies and procedures developed for the Finance Department.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL FUNCTIONS:**

Interact with the public and co-workers in a professional manner.

Receive cash, prepare computer generated receipts, and post cash receipts to the correct budget account. On a daily basis reconcile cash receipts to the cash receipts register, updates the general ledger, and prepares bank deposits.

Answer incoming telephone calls and transfer to responsible party in order to provide the customers with accurate requested information.



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Process necessary bond payments and all invoices for payments through the accounts payable systems. Match invoices with checks and mail checks to appropriate vendors. Update the general ledger for accounts payable activity.

Prepare monthly reports on impact fee activity and reconcile with the month end detail ledger.

Process outgoing mail and receive and distribute incoming mail to various departments.

Have a complete understanding of filing systems and maintain all files of accounts payable.

All other duties and responsibilities as required.

### **Knowledge and Skills:**

Incumbent must have a good working knowledge of computer software involving word processing and cash receipting practices. A basic knowledge of accounting for incoming cash. Working knowledge of modern office practices and procedures, including but not limited to, maintaining of filing systems Working knowledge of grammar, spelling and punctuation. Ability to create outgoing letters to the general public.

### **Ability to:**

Interpret information received from the general public regarding amounts paid at the direction of the court, applications for building permits and any other payments received on behalf of the City. Consistently exercise initiative in using time productively and without close supervision. Perform duties resourcefully under frequently stressful condition. Communicate effectively, both verbally and in writing. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation. Establish and maintain effective working relationships with both internal and external customers.

### **MINIMUM QUALIFICATIONS:**

Must possess a combination of experience, certification, training or education that satisfactorily demonstrates the knowledge, skill and ability to complete the job.



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1. High school degree with course work in general office practices, computer systems, and secretarial duties; two years experience related to the above or similar duties; or an equivalent combination of education and experience.

### **WORKING CONDITIONS:**

1. Generally comfortable conditions. Intermittent sitting, standing, and travel to City locations.
2. Considerable exposure to stress as a result of human behavior, department employees, City departments, vendors, contractors, and the public. Work is often performed under deadlines and time constraints.
3. May be subject to call out for emergency management situations, irregular working hours and 24-hour availability as required.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*