

City and Borough Sitka, Alaska

Class Specification

Class Title	Accounting Clerk (Accounts Payable)
Class Code Number	2070
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA
Effective Date	May 2016

General Statement of Duties

Provides timely payment of all City and Borough invoices; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to process all payments to vendors in a timely and accurate manner and compile required reports. This includes administering the procurement card program. Additionally, this individual is able to assist the other Accounting Clerk positions as needed. The work is performed under the direct supervision of the Senior Accountant but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, vendors, suppliers and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Processes vendor payments in accordance with the accounts payable process;
- Receives and reviews invoices, filing open invoices for reference and payment;
- Reviews purchase orders;
- Maintains continuing authorization forms for budgeted payments;
- Matches purchase orders with invoices, calculates discounts, checks amounts, and enters data for payments;
- Prepares accounts payable reports;
- Prepares checks for processing and payment to vendors;
- Performs account analysis and account reconciliation;
- Maintains the vendor listing with correct information;
- Investigates and reconciles vendor statements with payments;

- Confers with and answers questions from vendors;
- Reviews and generates year-end 1099's;
- Reviews and verifies the accuracy of transactions and accounting classifications assigned to various records;
- Ensures compliance with department policies and procedures;
- Compiles and maintains cost records for Central Garage owned vehicles, recording fixed and variable charges, and charging appropriate departments;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Issue, reissue and cancel procurement cards as needed;
- Monitor and adjust limits on procurement cards as warranted;
- Train users on reconciliation of procurement card purchases;
- Reconcile procurement card system to primary financial system and upload information;
- Cover the Tax or Billing Clerk positions due to vacation or other absence;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Experience with accounts payable processing;
- Good knowledge of the principles and practices of governmental accounting and budgeting;
- Good knowledge of financial office procedures and practices;
- Ability to handle confidential financial information with tact and discretion;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, Associate's Degree or equivalent in accounting or a closely related field preferred; and

- Considerable experience in banking, accounting or bookkeeping with added experience in non-profit or governmental accounting.; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process billing data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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