

MAJOR FUNCTIONS

This is professional accounts payable position that directs the review, processing, and maintenance of accounts payable or procurement card records interfaced into the city's accounts payable or procurement card financial management systems. Primary functions include work in coordinating the processes and staff responsible for entering, interfacing and payment of accounts payable or procurement card data. Position also schedules, assigns, reviews, trains and coordinates the work of accounts payable staff.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Serves as backup to accounts payable supervisor and performs functions of the accounts payable supervisor in his/her absence. Prepares accounts payable reports as required, performing budget check, processing designated pay cycles, approving pay cycles and preparing accounts payable registers for transmittal to the treasurer clerk's office. Facilitates the resolution of internal and external customer concerns on accounts payable transactions or processes. Reviews pending or other problematic transactions and take necessary actions to prevent fraudulent payments. Monitors operations of the financial accounting system for operational problems. Provides support to accounts payable specialists in training and guidance in daily task and assignments. Reviews, prepares and processes procurement card profile maintenance activities in PeopleSoft, bank and multiple third-party applications in support of City and department users. Receives, verifies, approves and interface high dollar data into the accounts payable/financial management system. Addresses user questions regarding procurement card activities. Processes contract pay requests and maintains contract pay log. Assists in the development of accounts payable policy and procedures and recommends changes. Monitors computerized financial accounting system for operational problems. Analyzes expenditures for various accounts. Audits transactions to ensure compliance with federal, state, and local laws. Assists supervisor on special projects as needed. Provides instruction and training to City employees regarding general accounts payable functions and operations. Performs related work as required.

Other Important Duties

Serves on various departmental project teams as needed. May direct and review the work of subordinate and temporary employees. Performs functions of the accounts payable supervisor in his/her absence, as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Considerable knowledge of the principles of accounting, statistical, and fiscal processing. Knowledge of state, federal and local laws pertaining to accounting. Considerable knowledge of bookkeeping, purchasing, budget, and statistical analysis and reporting. Knowledge of research techniques. Knowledge of protocol regarding print and electronic media. Ability to develop and assist in the installation of management systems, forms, and procedures. Ability to complete complex oral and written instructions and to communicate clearly and concisely, orally and in writing. Ability to plan, organize and perform work independently. Ability to establish and maintain effective working relationships with superiors, subordinates, City officials, and the public. Considerable skills in the use of microcomputers and the applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with courses in accounting, bookkeeping, finance, or a related area and three years of experience that includes responsibility for accounts payable or accounts receivable using a financial management system, or an equivalent combination of training and experience.

Established: 11-10-18