

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: ACOUNTS PAYABLE CLERK
DEPARTMENT: FINANCE
REPORTS TO: FINANCE DIRECTOR

CLASS CODE: 1000
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs various accounting functions, including: processing invoices, purchase orders and other documents associated with accounts payable; generating checks; preparing utility refunds; reviewing, researching and adjusting accounts; and developing various reports by researching and gathering information, statistics, etc.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists in processing accounts payable information, including: processing purchase orders, invoices and bills; computing bill amounts; entering information into computer system; generating and distributing checks; contacting vendors and/or department representative to resolve accounts payable problems; preparing and maintaining payment schedules for continuing services contracts and utilities by fund/department; processing voided checks; and maintaining travel vouchers and processing payments for same.

Prepares payment requests and maintains debt schedules for government debt service accounts.

Prepares transfer payments to third party administrators; reconciles payroll transfers to the general ledger.

Prepares routine and non-routine reports utilizing a variety of software, spreadsheets and other resources; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Enters and/or retrieves receipts and other information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Works with auditors by supplying requested information and answering questions.

Develops and maintains various filing systems; files and retrieves documents in an orderly fashion so that materials can be easily located.

Types letters, memos, labels, reports, purchase orders, requisitions, forms or other correspondence on a computer or typewriter.

Photocopies reports, memos, and other various documents for staff.

Disseminates a variety of information to various agencies, division, or departments via telephone, mail or FAX.

May serve as backup for other positions within the department.

Prepares for end of the fiscal year audit.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Calculator

General Office Equipment

Computer

Postage Meter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and
Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Basic principles and practices of governmental accounts maintenance and operations.

Basic principles and practices of accounting.

Utility operational procedures.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Customer service.

The use of a typewriter and/or computer software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs; reach with hands and arms; speak and hear; and push, pull and/or lift up to 10 pounds frequently and up to 40 pounds occasionally.

Ability to see and perceive color and depth.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.