



JOB TITLE:	Accounts Payable Clerk	SALARY LEVEL:	A3
DEPARTMENT:	Finance	DATE:	8/27/2020
REPORTS TO:	Accounting Supervisor	FLSA STATUS:	Hourly, Non-Exempt

POSITION SUMMARY:

Responsible for providing a variety of routine to difficult fiscal, financial, and accounting office support; may perform general office support duties, including typing, word processing and filing.

ESSENTIAL FUNCTIONS:

- Matches invoices, Purchase Orders, contracts, receiving reports and other requests for payment with Voucher Payable; ensures proper authorization and compliance with departmental or Pueblo policies and procedures.
- Inputs information to a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.
- Provides information to vendors and Pueblo of Jemez staff regarding payment history and current check information.
- Assists with the production of various periodic billings, receives invoices by mail and distributes to the appropriate department.
- Answers factual questions regarding departmental or Pueblo policies and procedures.
- Maintains accounting, financial and statistical records and prepares periodic or special reports. Scan and digitally store all check information in the "Onbase" system.
- May assist with departmental cost accounting and budget preparation by posting information, typing materials or totaling figures.
- Assist with W9 and 1099 reviewing, processing, distribution and electronic filing with the IRS of 1099 forms.
- Performs a variety of general office support duties such as typing, proofreading, filing and answering the telephone and using standard office equipment.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school or General Equivalency Diploma (GED); AND four (4) years of financial office support and administrative experience. Associate's degree in Accounting in lieu of experience will be considered.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Financial record keeping and bookkeeping practices and techniques.
- Basic practices of reviewing financial documents for completeness and accuracy.
- Operation of common office equipment, including computer equipment.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied secretarial and office administrative assistance to management, supervisory and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicating effectively in oral and written forms.



ACCOUNTS PAYABLE CLERK

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation. Employment is contingent upon passing the background investigation.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Cc: Personnel file
Supervisor