

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

ACCOUNTS PAYABLE CLERK

Supervised By: Finance Director and Accounting Supervisor
Supervises: No supervisory responsibilities
FLSA: Non-exempt

Position Summary:

Under the supervision of the Finance Director and Accounting Supervisor, performs accounting, bookkeeping and clerical services in processing accounts payable for all City departments, funds, and other entities as assigned. Tracks and records all purchase orders and invoices. Reviews supporting documentation and provides assistance to other departments in regard to purchasing policies and required documentation.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews and processes all purchase orders and invoices for issuance of payment. Reviews supporting documentation for conformance with City purchasing policy, account distribution, and authorization for property and budgetary limits.
2. Enters data and computes disbursement totals, using personal computer software to balance purchase orders.
3. Prepares accounts payable checks and completes warrant report for City Council review using personal computer software. Responds to related inquiries providing information to the City Manager, Department Directors and the Finance Director.
4. Maintains accounts payable records and documentation in accordance with City policies and generally accepted accounting principles.
5. Responds to requests from other departments, entities, and supervisors for information regarding current and historical accounts payable checks, documentation, and reports.
6. Assists other departments in understanding and conforming to the City's purchasing policies and documentation requirements.
7. Balances accounts payable entries with the general ledger and resolves differences, making corrections and adjustments, and maintaining a records of activities.
8. Types correspondence, memoranda, forms, reports and confirmations as well as other items as assigned.
9. Participates in non-routine accounting and clerical projects as assigned.

10. Processes annual 1099's and supporting documentation.
11. Assists with audits; generates reports, gathers back-up information, researches items and provides year-end allocations.
12. Prepares transfer form for funds transfers.
13. Provides back-up support to other functions of the department.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's Degree or the equivalent in accounting or a related field; Bachelor's degree preferred.
- Two years of accounting, business, or other work related experience preferably in a direct customer service position.
- Knowledge of basic accounting and governmental accounting principles and practices as well as general office operations and clerical procedures and practices.
- Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Ability to learn the policies and procedures specific to the City's Finance Department.
- Ability to operate general office equipment.
- Ability to utilize a computer and related word processing and spreadsheet software.
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information.
- Ability to type and enter data with speed and accuracy.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office.