

Job Title:	Accounts Payable Clerk
Department/Group:	Finance Department
Level/Salary Range:	\$36,000 to \$42,000 yearly DOQ + benefits (\$17.31/hourly to \$20.20/hourly)
General Purpose	
This position is responsible for reviewing and executing payments, and maintaining accounts payable records for the City of Dacula.	
Supervision Received	
Works under the general supervision of the Director of Finance.	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Review all invoices/vouchers for payment • Prepares accounts payable checks and invoices as necessary • Knowledgeable of the rules affecting purchases • Analyzes vendor accounts and negotiates terms • Answers vendor inquires • Creates and maintains record of all invoices paid, accounts payable files and reports • Enters Purchase Order Requisition Forms from each department into accounting system to create budget encumbrances • Serves as internal resource for each department about budget expenditure items • Assists with annual budget preparations • Monthly expenditure balancing with Finance Director • SPLOST Ad information provided yearly to the Finance Director • Yearly submission of DCA reports on each project completed by the City to the Finance Director • Type and print reports and letters. • Orders office supplies as needed • Answer the telephone and provide information to the public. • Assist customers with concerns, complaints, or requests concerning City services. • Perform related work as required by the City Administrator and/or the Director of Finance. • Other duties as assigned. <p>ADA MINIMUM QUALIFICATIONS</p> <p>Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.</p> <p>Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.</p> <p>Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs.</p>	

Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or GED certificate
- Associates Degree preferred
- Ability to enter, retrieve and update information using a computer
- Three years bookkeeping and/or accounts payable experience
- Two years customer service experience
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

LICENSING REQUIREMENTS

- Valid Driver's License from state of residency.

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to make mathematical calculation with speed and accuracy
- Ability to use spreadsheet software to analyze and track data
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to make decisions in accordance with precedents and regulations and apply them to the work situation
- Customer service oriented
- Proven problem solving ability
- Excellent time management skills

ADDITIONAL NOTES

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.