



Accounts Payable Specialist

General Information

Classification Code:	MGTSPC
Effective Date:	August 29, 2023
Pay Grade:	B23
FLSA Status:	Non-exempt

Position Summary

The Accounts Payable Specialist performs paraprofessional accounting work including accounts payable, account reconciliations, cash receipts and various general ledger journal entries. Processes weekly check runs, enters vendor and voucher information, and trains on voucher entry. Responsible for the overall accuracy of the accounts payable function and problem solves issues in the process and automated systems. Issues 1099 statements at yearend for the appropriate vendors. Performs other duties of a similar nature or level.

Classification Characteristics

The Management Support Specialist is the second level in the Management Support series and is responsible for performing specialized functions requiring a thorough understanding of applicable practices and procedures. Management Support Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level support staff.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Acts as primary contact within the Finance Department for invoice process questions. Trains new employees in accounts payable processes with a focus on purchasing policies and generally accepted accounting principles.
- 2 Sets up and maintains vendor W-9 forms. Prepares, reviews, and processes year-end 1099 forms in accordance with Oregon and IRS regulations. Prepares related reports for dissemination to applicable federal agencies.
- 3 Performs monthly reconciliations of City restitution and bail accounts.
- 4 Assists in annual audit by preparing assigned reports or providing documentation including accounts payable reconciliation, distribution registers, petty cash, and others.
- 5 Reviews and reconciles vendor statements and records, verifies accuracy of statements, and researches and resolves outstanding invoices.
- 6 Monitors City invoices received by mail and email. Enters, deletes and/or closes vouchers. Tracks and pays City invoices for multiple City departments. Requests and confirms account coding.
- 7 Sets up electronic fund transfer (ACH) payment methods, voids and/or reissues payments. Prepares monthly disbursement reports for City Council. Research and resolve vendor questions and disputes and default account postings.
- 8 Troubleshoots and resolves the accounts payable issues (vendors, invoices, software issues). Coordinates with appropriate staff to resolve discrepancies and errors.
- 9 Tracks and monitors City assessments and liens. Creates new accounts and applies payments on existing accounts.

Essential Duties	
10	Prepares, processes, prints, and disseminates checks as appropriate. Monitors and reviews outstanding checks as required for reissuance, voiding or processing in compliance with State laws.
11	Provides support for purchase-card (p-card) transactions and statements. Monitors receipt reconciliation for completeness. Ensures monthly payment process is completed and successful.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Associate degree or two-year technical certificate and 3 years of progressively responsible support experience or an equivalent combination of education and experience. Specialized knowledge specific to area of assignment may be required.
Licensing/Certifications: <ul style="list-style-type: none"> N/A
Technology Skills: <ul style="list-style-type: none"> Accounting software — Fund accounting software; Intuit QuickBooks; PeopleSoft; Tax software Cloud-based data access and sharing software — Dropbox; Google Drive; Microsoft SharePoint Desktop communications software — Microsoft Teams, Zoom Document management software — Adobe Systems Adobe Acrobat; Foxit Electronic mail software — Microsoft Outlook Enterprise application integration software — SAP BusinessObjects Data Integrator Internet browser software — Microsoft Internet Explorer, Chrome Office suite software — Microsoft Office software (Word, Excel, Publisher, PowerPoint, Outlook, etc.)
Knowledge Required: <ul style="list-style-type: none"> Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Accounting — Knowledge of accounting principles and practices, banking, and the analysis and reporting of financial data. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Mathematics — Knowledge of arithmetic, statistics, and their applications.
Skills: <ul style="list-style-type: none"> Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Mathematics — Using mathematics to solve problems. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.

Qualifications	
<ul style="list-style-type: none"> • Speaking — Talking to others to convey information effectively. • Time Management — Managing one's own time and the time of others. • Writing — Communicating effectively in writing as appropriate for the needs of the audience. 	
Abilities: <ul style="list-style-type: none"> • Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. • Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). • Near Vision — The ability to see details at close range (within a few feet of the observer). • Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly. • Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. • Oral Expression — The ability to communicate information and ideas in speaking so others will understand. • Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem. • Selective Attention — The ability to concentrate on a task over a period of time without being distracted. • Speech Clarity — The ability to speak clearly so others can understand you. • Speech Recognition — The ability to identify and understand the speech of another person. • Written Comprehension — The ability to read and understand information and ideas presented in writing. • Written Expression — The ability to communicate information and ideas in writing so others will understand. 	

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.		X			
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting	X					Outdoors	X				
Crawling	X					Dust		X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward		X				Noise – Moderate		X			

Physical Requirements										
Climbing – stairs		X				Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand			X			Cold	X			
Grasping – pinch grip				X		Restricted workspace	X			
Fine manipulation/feeling				X		Vibration – whole body	X			
Keyboarding					X	Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.		X				Driving – vehicle/equipment	X			
11-20 lbs.		X				Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours		X		

Classification History

2023.08 Created and adopted by HR

I have reviewed the job description.

Employee: Name _____ Signature _____ Date _____