

City of Mission Job Description

Job Title: **Accounts Payable Specialist**

Classification: **Non-Exempt**

Department: Finance



Supervisor: Finance Director

Effective: 03/17/2021

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**I. JOB SUMMARY:**

Process all accounts payable invoices. Individual will perform other duties assigned by department head/supervisor when needed.

**II. EDUCATION REQUIREMENTS:**

- High school diploma or G.E.D required.
- An Associates Degree in Accounting preferred.
- Must have a minimum of three (3) years experience in accounts receivable/payable.
- Must have a minimum of two (2) years experience with office/clerical procedures.
- Must be proficient in working with personal computer, and general office equipment.
- Must have knowledge of Microsoft Word, Excel, Internet, and E-mail.
- Must be able to use a 10 key calculator by touch.
- Must be able to communicate proficiently in the Spanish and English language.

**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENT:**

- Ability to deal with all kinds of people ranging from civic leaders to employees and from legislators to the general public.
- Ability to communicate effectively orally and in writing.
- Ability to oversee Accounts Payable Clerk.
- Ability to use mathematical skills to interpret financial information.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.

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- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on available data/criteria, laws and regulations or city policy.
- Ability to complete tasks within specified deadlines.
- Ability to read and interpret documents such as safety rules and city policy procedures.

### V. EQUIPMENT/MATERIALS:

General office and safety equipment/materials to include but not limited to the following:

- Ten key calculators by touch
- Personal Computer
- Copy machine
- Fax Machine
- Telephone
- Printer
- City vehicle
- Postage meter
- Binding machine
- Computer software
- Manual hole puncher
- Policy & procedure handbook

### VI. ESSENTIAL JOB FUNCTIONS:

- Work closely with accounts payable clerk.
- Answer telephone with clear, courteous, and business voice, and directs the calls to the appropriate destination to expedite response.
- Process accounts payable entering invoices into computer.
- Print out an accounts payable report to ensure accounts are accurately and properly expensed.
- Print checks for services rendered and goods purchased.
- Enter manual checks for payment of services or goods.
- Stuff and mail accounts payable checks for vendors.
- Research old outstanding checks and follow up by stop payment, voiding, and reissuing.
- Coordinate with Utility Billing and print refund checks for the water department.
- Creating vendor files and file payment vouchers after processing.
- Provide adjusting entries to Accountant.
- Provide auditors with copies of requested documentation.
- Obtain W-9's from applicable vendor.
- Issue vendor numbers to different departments and maintain vendor records.
- Prepare payment schedule.
- Print IRS form 1099 for each applicable vendor, transmittal form and reconcile.

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- Communicate with vendors and departmental personnel on a daily basis.
- Responsible for maintaining log for voided checks.
- Order accounts payable checks when needed.
- Responsible for maintaining check pickup log.
- Responsible for sorting/Distributing mail to City Departments.
- Responsible for maintaining check roster and reconcile vendor statements.
- Perform other job-related duties that may be assigned.
- Research all unclaimed checks.
- Create a monthly worksheet on electrical bills being paid.
- Send out bi-weekly reminders to each department of any outstanding invoices and provide copies of invoices upon the department’s request.
- Call department to check on status of past due invoices.
- Assistant with one on one sessions with all new administrative assistants to go over our procedures and policies.
- Call vendors to dispute any late fees or for any inquiries on specific charges to our accounts.
- Do the monthly Plexar and long distance billing.(Charge departments for their usage)
- Perform any other tasks that may be assigned by Finance Director, Assistant Finance Director, or Accountants.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- None

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Explosives	X			

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**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos input data in computer, and document information needed for day to day tasks.

**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs.	<b>C</b>	Stack of vouchers to file, knuckle to waist. Books, papers, pens pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6-10 lbs.	<b>F</b>	Box of accounts payable checks, knuckle to waist. Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>O</b>	General ledger binders from waist to shoulder. Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>N</b>	
	26-50 lbs.	<b>N</b>	
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
	Over 100 lbs.	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs.	<b>C</b>	Box of vouchers up to 10 feet. Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6-10 lbs.	<b>F</b>	Box of vouchers 6 to 10 feet, books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	<b>O</b>	Binders up to 40 feet, books, boxes from waist to maximum of shoulder level.
	21-25 lbs.	<b>F</b>	Stacks of vouchers, books, binders, boxes from waist to maximum shoulder level.
	26-50 lbs.	<b>F</b>	Stacks of vouchers, books, binders, boxes from waist to maximum shoulder level.
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
	Over 100 lbs.	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs.	<b>O</b>	Move boxes of files to clear work area and move computer paper boxes on carpeted and tile areas 10' to 20'.
	26-50 lbs.	<b>O</b>	Move boxes of files to clear work area and move computer paper boxes on carpeted and tile areas 10' to 20'.
	51-75 lbs.	<b>N</b>	
	76-100 lbs.	<b>N</b>	
	Over 100 lbs.	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, booxs, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (Bending at waist)	<b>F</b>	Document or books which may have fallen on floor area. Open and close file drawers to retrieve files at floor/below waist level.
<b>KNEELING</b> (one or both knees)	<b>F</b>	Both on knees to file payment voucher. Retrieve things that fall on the floor, retrieve files from lower filing cabinets or as needed to plug things into electrical outlets.
<b>CROUCHING</b> (bending at kips/knees)	<b>F</b>	To retrieve daily correspondence and files. Filing and lifting boxes, open file drawer at bottom section, to clear space, removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Partial to full arm extension, voucher and cash receipts. Open drawers and retrieve files and documents partial to full arm extension, reach above head to retrieve supplies, answer telephone, type letters, retrieve books, papers, and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	On chair up to 90 degrees at waist, shoulder and neck. 180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of vouchers, pens, paper, files, telephone, adding calculator, clerical supplies, papers, folders, using computer mouse, both hands to grip files and books exerting moderate force.
<b>STANDING</b>	<b>C</b>	Filing vouchers or talking on the phone, making copies, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
<b>WALKING</b>	<b>F</b>	To provide information to Department Heads, retrieve paperwork within offices within department up to 50', walking to copy room to make copies, within office doing job duties, walking to storage are, bathroom, meetings, employee lounge, and file room.
<b>SITTING</b>	<b>C</b>	Working on computers and talking on the telephone, typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening file drawer to retrieve files.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Computer and ten key by touch, pens, telephone. Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Vouchers, telephone, files, paper, pens, office supplies, equipment, file boxes, reams of paper, telephone, books, file drawers, computer keyboard, mouse, letter stand, and filing baskets.

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I, \_\_\_\_\_ have read and understood the following job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date