



ORGANIZATION: City of Lincoln City
JOB TITLE: Senior Accounts Payable Administrator
FLSA STATUS: Non-Exempt, Grade 7
UNION: AFSCME
UPDATED: September 2019

PURPOSE OF POSITION: Perform accounting tasks necessary to process accounts payable documents for payment. Prepare associated reports and filings. Perform other general accounting tasks associated with daily financial record keeping. Provide other assistance to Finance Director as needed.

ESSENTIAL JOB FUNCTIONS:

Provide a friendly and knowledgeable presence for the Accounts Payable division of the Finance Department. Use excellent customer service skills and good judgment when responding to in-person or telephone inquiries from internal customers and/or vendors regarding rules and procedures for accounts payable, troubleshooting and resolving problems regarding proper payment of accounts and/or providing status information regarding payments. Escalate matters as needed.

Create purchase orders from approved requisitions. Verify that electronic documentation required by bid laws and/or City Policy have been completed and saved to the Exchange folder.

Maintain Vendor Master File in the Accounts Payable System. Obtain valid Taxpayer Identification Number from vendors.

Review invoices for appropriate approvals in accordance with the City's Accounts Payable Internal Control Policies. This includes comparing the invoice to the purchase order and notifying appropriate Department Head according to procedure if inconsistencies exist. Investigate any other invoice discrepancies, notify appropriate Department Head or Supervisor of any problems, and resolve as competencies allow or escalate as needed.

Review invoice for appropriate GL coding. Correct as needed to ensure accuracy. Verify proper approvals for payment.

Accurately enter invoice information into Caselle and apply invoice to a purchase order when applicable. Print related reports and checks weekly. Prepare signed checks for mailing.

Maintain accounts payable files and match invoices and authorizing documents with check stubs.

Carefully review all purchase card transactions in Bank of America Works program for appropriate GL coding, correct GL coding as needed and close transaction. Add new vendors as needed. Distribute purchase card statements and match receipts against statements.

Review and resolve all aged outstanding invoices listed on statements received from vendors.

Maintain equipment rental, lease schedules, and ensure proper maintenance of department equipment.

Track capital expenses by account number. Maintain fixed asset schedule for capital additions / deletions. Print fixed asset reports as scheduled. Identify and assign fixed asset numbers.

Order and maintain all Finance Department office supplies. Assist other departments with ordering office supplies.

Prepare and submit yearly 1099 reporting in accordance with federal regulations.

Provide purchase order and invoice/payment information and reports to other departments as requested.

Use Microsoft Office and all City programs, software and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Provide other assistance to Finance Director as needed.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High school education or equivalent supplemented by accounting or accounts receivable training and over two years experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. General knowledge of accounting practices and payroll/accounts payable processing, general office practices and procedures, operation of standard office equipment, word processing and spreadsheet applications software. Excellent communication, including internal and external customer service, time management, organization, mathematic, accuracy, attention to detail, and problem-solving skills

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Experience performing either the payroll and/or accounts payable function with in a municipality. Knowledge of specific accounting, word processing and spreadsheet software utilized within the department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director.