



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

ACCOUNTS PAYABLE SPECIALIST

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G10

CLASS SUMMARY:

The Accounts Payable Specialist is the second level in the six level Accounting Series. Incumbents are responsible for purchasing processes including troubleshooting technical issues for requisitions, purchase orders, contracts, invoice entry and check processing, overseeing City issued VISA cards, review and correcting entries, recommending changes in procedures to improve processes and efficiencies, training new employees in the accounts payable processes, and ensuring department deadlines for processing accounts payable are met.

The Accounts Payable Specialist is distinguished from the Accounting Technician by its focus on the specialized and technical purchasing process functions. The Accounts Payable Specialist is distinguished from the Finance Support Specialist which is responsible for journey level conduct of complex accounting, budgeting and customer services duties.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Performs purchasing functions including review of all City requisitions for compliance with purchasing policies, converting requisitions to purchase orders, entering and maintaining contracts, data entry of invoices and check runs according to purchasing policies, generally accepted accounting principles, and department deadlines.
- Acts as primary contact within the Finance Department for requisitions and purchase orders, including reviewing requisitions and invoices for accuracy and compliance with City policies.

- Coordinates and monitors the data entry of all accounts payable entries for all City departments, provides training and serves as a resource for staff regarding proper entry procedures, audits work to ensure work quality and compliance, and provides professional customer service.
 - Trains employees in accounts payable invoice data entry, purchase order, requisition, and payment/approval processes with a focus on following purchasing policies and generally accepted accounting principles.
 - Reviews and reconciles monthly vendor statements by matching payments to amounts due, verifies accuracy of vendor statements, and researches and resolves outstanding invoices with a focus on protecting the City's interests while maintaining positive working relationships with vendors.
 - Maintains vendor W-9 forms and produces and files 1099 forms in accordance with IRS regulations.
 - Researches and recommends changes to procedures for accounts payable processes.
 - Monitors and reviews outstanding checks and processes as required for reissuance, voiding or processing in compliance with State laws.
 - Prepares for annual audit by preparing assigned reports or providing documentations.
 - Performs data entry, data verification and data reconciliation.
 - Sets up contract payments, change orders and retainage in computerized financial system.
 - Sets up credit card accounts; processes, monitors and ensures payment of monthly statements; reviews statements for compliance with City VISA card purchasing policies.
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Training and Experience (positions in this class require):

A high school diploma or equivalent, and three years of experience in accounts payable, finance records management or computerized accounting systems are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

An Associate's degree in Accounting or a related field is preferred.

Licensing Requirements (positions in this class require):

- None
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Knowledge (positions in this class require):

Knowledge of:

- Accounting principles and practices;
- Accounting and related software programs
- Personal computers and related software programs;
- Technical knowledge of accounts payable processes and industry practices;
- Applicable City policies and ordinances; and
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Exercising independent judgement on questions and information;
 - Performing basic mathematical calculations accurately;
 - Establishing and maintaining effective working relationships with the public and employees;
 - Developing, training and implementing written desk procedures and training other employees;
 - Organizing work load and meeting deadlines;
 - Multitasking in order to perform data entry while responding to inquiries;
 - Problem solving accounts payable issues;
 - Using a computer and related software applications; and
 - Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, reaching, standing, walking, pushing, and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council September 21, 2016, Resolution No. 16-6465
Revised June 22, 2018