

**CITY OF STUART
JOB DESCRIPTION**

Title: ACCOUNTS PAYABLE SPECIALIST
Department: Financial Services
Job Code: 6050
Grade: 9
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Accounting Supervisor, responsible for all accounts payable functions. Performs routine calculating, posting and verifying duties to obtain accurate and current accounts payable objectives. Maintenance of various reports, invoices, and files. Work is performed with a semi-professional working knowledge of accounting practices and policies in interpreting procedures, recording and reporting transactions. Work is subject to automatic and periodic verification through systems of internal controls, and to supervisory review for conformity with established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTION

1. Reviews and maintains various purchase orders assuring accuracy, completion, and timely payments.
2. Maintains office accounts payable files for internal use and for regulatory inspection.
3. Ensures invoices are coded correctly, prepares check requisitions and personnel budget statistics.
4. Reviews and verifies refunds and processes amount for account credit.
5. Verifies budget items with Purchasing for accuracy.
6. Operates a computer, adding machine, copier, facsimile machine, and telephone.
7. Sorts and disburses the mail to department mailboxes daily

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8. Reviews data entry for coding errors. Sends back any errors to department for correction.
9. Involved in year end invoice and purchase order sorting to ensure invoices are placed in the correct year.
10. Assists with other office duties as needed such as scanning, data entry, and posting various entries in accounting software.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent supplemented by five (5) years of responsible experience in clerical and accounts payable, accounting, or bookkeeping work; or an equivalent combination of professional training and experience. Must have excellent keyboard skills and experience with accounting applications software.

B. Knowledge, Abilities and Skills:

Knowledge of the generally accepted accounting practices with emphasis on accounts payable.

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems and software.

Ability to maintain accounts payable records and to prepare reports from supporting data.

Ability to compile data for, complete, and file various accounts payable related reporting requirements such as Sales and Use tax reporting.

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Ability to understand complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public.

Skill in the operation of modern office equipment.

C. Physical Requirements:

Tasks involve some physical effort, i.e. standing sitting, reaching, pulling, pushing and walking, and frequent moderate lifting (30+ pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.