

POSITION DESCRIPTION

Class Title: Clerk II

Date Completed: 9/10/2012

Functional

Title: Clerk II/Accounts Payable and Purchasing **Class:** 5

Department: Finance

Job Code: 0134

FLSA Status: NE

Job Title of Immediate Supervisor: Director of Finance

The Clerk II/Accounts Payable & Purchasing Clerk will perform routine and complex clerical and technical work in purchasing goods and services such as materials, equipment, tools, parts, supplies and services. This individual will also perform routine bookkeeping, accounting and administrative work in administering the accounts payable function of the City. While generally routine in nature, this position requires exercise of judgment and independence of action in line with established procedures with a minimum of supervision.

ESSENTIAL JOB FUNCTIONS:

1. Reviews requisitions; Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
2. Receives, prepares and/or processes purchase orders and requisitions.
3. Enters purchase orders and invoices into vendor files and maintains master vendor list.
4. Purchases and maintains office supplies, equipment, and other lists of items required by the City government; maintains lists of vendors.
5. Identifies purchase order number for authorized purchases and calls all local suppliers to authorize monthly purchasing accounts.
6. Checks all invoices to insure correct price, follows-through to insure that materials ordered have been received and examines condition of materials received.
7. Checks approved expenses, special expenses, Council fees, taxes, insurance, reimbursements, etc. for proper coding and authorization before placing in line for payment.
8. Processes claims and vouchers for payment; matches invoice with purchase order; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditure; sends claims vouchers to department directors for approval.
9. Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records; enters accounts payable expenditures into financial system.
10. Maintains accounts payable and encumbrance system.
11. Assists in reconciling general ledger to various expenditure reports.
12. Prepares periodic financial, statistical or operational reports as assigned.
13. Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Graduation from high school or GED equivalent; bachelor's degree in accounting, records management, public administration, financial statements or a closely related field preferred, and
2. One (1) year of related experience; or
3. Any equivalent combination of education and progressively responsible experience.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades or quality of materials and equipment; working knowledge of the laws and ordinances governing the purchase of goods and services.
2. Working knowledge of computers and electronic data processing.
3. Working knowledge of modern office practices and procedures.
4. Skill in the operation of standard office machines, including word processor, spreadsheet and database software; 10-key calculator, phone, copy machine, fax machine, etc.
5. Ability to be bonded.
6. Ability to analyze and process purchasing requisitions and vouchers and make purchases accordingly.
7. Ability to establish and maintain effective working relationships with employees, other departments, vendors and the public.
8. Ability to communicate effectively verbally and in writing.
9. Ability to handle stressful situations and/or work with frequent interruptions.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Ability to operate a keyboard if required to perform the essential job functions.
2. Ability to read and interpret a document if required to perform the essential job functions.
3. Ability to sit and talk and hear.
4. Ability to use hands to finger, handle or operate objects, tools, or controls.
5. Ability to reach with hands and arms.
6. Ability to view objects at close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
7. Ability to lift/move/carry approximately 25 pounds if required to perform the essential job functions. If the employee is unable to lift/move/carry this weight and can be accommodated without causing the department/division an "undue hardship" then the employee must be accommodated; hence omitting lifting/moving/carrying as a physical requirement.

WORK ENVIRONMENT:

1. The work environment is in an indoor, climate controlled office. The noise level in the work environment is light to moderate.
2. While the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:



DEPARTMENT DIRECTOR



PERSONNEL DIRECTOR

Position Approved by Ordinance No. 93-7 on 5-13-93