CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**ACCOUNTS PAYABLE ASSISTANT**	**UNION:114**
		SG:8
CLASS TITLE:	**Accounting Assistant III**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Finance**	**EEO4CODE:AS**

JOB SUMMARY:

Provides high quality support and service to customers. Verifies and ensures the accuracy of all Citywide invoices presented to Accounts Payable. Identifies violations of City policies regarding travel, reimbursements, petty cash and City purchasing cards. Processes invoices, generate reports and issues checks for payment. Maintains Accounts Payable records. Instructs City employees on acquisition of goods, services and payment procedures.

SUPERVISORY RELATIONSHIP:

Reports to the Accounting Manager. Work is performed under the guidance of local and State laws, ordinances, regulations, City policies and contracts and public disclosure/privacy laws. May receive assignments from Accounts Payable Technician.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides an effective, accurate and responsive resource for Accounts Payable services for vendors, departments and the public.

2. Audits invoices, reimbursements and other payment requests. Verifies sales and use tax computations, cost extensions, purchase order numbers, approval signatures and supporting documentation for compliance with regulations. Routes all payment requests to departmental accountant for approval. Coordinates with Accounting Technician, accountants and departments to edit documents for accuracy.

3. Initiates monthly payments to City-wide contract vendors for ongoing services.

4. Performs monthly processing and reconciliation of City purchasing card statements.

5. Enters all pertinent invoice data into the Accounts Payable system in accordance with department policy. Processes invoice cancellations, lost check affidavits and check voids. Reviews cash requirement report with Accounting Manager, selects invoices for payment, reconciles to pre-check register and investigates any variances prior to check processing.

6. Coordinates the printing of checks with Information Technology Systems Department, imprints signature plate and prepares check remittances for mailing. Mails checks to vendors. Prepares manual checks when necessary with approval of Accounting Manager.

7. Provides the Accounting Manager with Accounts Payable reconciliation, City Council agenda bill, check registers and all supporting documentation following each check run. Submits all check registers to the Finance Director, initialed by Accounts Payable staff and the Accounting Manager, for approval.

8. Generates and distributes Claims Budget Distribution Report (weekly) and Remaining Balance Report (monthly).

9. Edits data entry work of other Accounts Payable staff and ensure that all errors are corrected.

ADDITIONAL WORK PERFORMED:

1. Participates in user groups and assist in staff training.

2. Works on special assignments as required.

3. Provides Departmental assistance with general office back up as needed.

4. Cross-trains Accounting Technicians to perform Accounting Assistant duties.

5. Performs back-up Accounts Payable Technician duties.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to work quickly and accurately with strict attention to detail while processing a large volume of data.
- Ability to maintain the confidentiality of sensitive information and materials.
- Excellent listening, oral and written communication skills.
- Willingness and ability to work a flexible schedule, including overtime when needed, to meet shifting workload requirements.
- Ability to accurately add, subtract, multiply, divide and compute percentages.
- Ability to use a variety of office equipment, including 10-key, typewriters, multi-phone systems, copiers, etc.
- Strong computer skills, including financial accounting, spreadsheets and word processing.
- High literacy skills, including reading, business and technical composition, knowledge of standard English usage regarding punctuation, spelling, grammar and format.
- Knowledge of City ordinances and departmental policies, procedures and contracts applicable to work performed.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the position.

WORKING ENVIRONMENT:

The work is performed in an office environment with extensive work at a computer workstation. Environment includes a normal range of noise and distractions with very low risk.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of responsible accounting or bookkeeping experience required. Must include accounts payable experience. One year of college or vocational accounting coursework may substitute for one year of general experience.
- Strong knowledge of computerized accounting systems required. Additional experience with WORD, EXCEL, and ACCESS preferred.

- Familiarity with generally accepted accounting principles, governmental accounting and contract procedures preferred.
- Keyboarding skills and ability to type a minimum of 45 wpm NET.
- Accurate ten-key skills of 160 spm NET.

PREPARED BY: C. Weinberg
8/97

REVIEWED BY: _____
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Finance Director

REVISED BY: C. Weinberg
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COMMISSION ALLOCATION: _____