CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Accounts Payable Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Finance**	**EEO4CODE:AS**

JOB SUMMARY:

Acts as Accounts Payable Lead. Maintains vendor database and vendor aging list, negotiates terms with new vendors, and reconciles year-end transactions. Coordinates with Purchasing Office to ensure accuracy of vendor records. Provides high quality support and service to customers. Verifies and ensures the accuracy of all City-wide invoices presented to Accounts Payable. Enforces City policies regarding travel, reimbursements, petty cash and City purchasing cards. Processes invoices, generates 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 Manger. Works independently under the guidance of local and State laws, ordinances, regulations, City policies and contracts and public disclosure/privacy laws. As Accounts Payable lead, assigns tasks and reviews the accuracy of work performed by Accounts Payable Assistants.

ESSENTIAL FUNCTIONS OF THE JOB:

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

2. Contacts new vendors to set up payment terms and negotiate discounts. Reviews vendor list at year-end for accuracy and distributes Vendor Listing Report to departments.

3. Conducts year-end closing, ensuring payments are processed in the appropriate year. Coordinates with Budget Office and departments to close or prepare commitments for reappropriation.

4. Regularly reviews outstanding checks, coordinating efforts with the Unclaimed Property process.

5. Maintains vendor master files to ensure accuracy of information and that payments are not duplicated. Obtains necessary information from vendors for 1099 reporting. Coordinates with Purchasing Office.

6. Manages Accounts Payable records. Understands and applies City and Department record retention policies. Coordinates archiving of records.

7. 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 accountants and departments to edit documents for accuracy.

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

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

10. 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.

11. 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.

12. 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.

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

14. Edits data entry work of other Accounts Payable staff and ensures 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 Assistant to perform back-up A/P Accounting 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.
- Ability to work independently, exercising good judgment and complex problem solving skills.
- Ability to effectively plan and organize a heavy workload to meet critical deadlines.
- 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, spreadsheet, word processing, database management, graphics and web-based software.
- Knowledge of, and the ability to apply, basic accounting principles and practices.
- Thorough knowledge of City ordinances and departmental policies, procedures and contracts applicable to work performed.
- High literacy skills, including reading, business and technical composition, knowledge of standard English usage regarding punctuation, spelling, grammar and format.
- Ability to serve as a lead worker: training, assigning duties and overseeing the work of others.
- 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:

- Three 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: Gordon Bennett
2/80

REVIEWED BY: _____
Therese Holm, Director
Finance

REVISED BY: D. McLeod, 1/86
K. Sicktich, 5/86, 4/87
G. Bennett CS/DM, 1/92
A. Ringus/S. Boersma/C. Sellin, 1/96
G. Smalling/L. Hill, 10/01

_____
Gary Smalling
Accounting Manager

COMMISSION ALLOCATION: _____