



JOB DESCRIPTION
CLASSIFICATION SPECIFICATION

JOB TITLE: ACCOUNTS PAYABLE CLERK
REPORTS TO: ASSISTANT FINANCE DIRECTOR
DEPARTMENT: FINANCE
DIVISION:
GRADE: BARGAINING
FLSA STATUS: NON-EXEMPT
UNION AFFILIATION: AFSCME
CIVIL SERVICE: CLASSIFIED

JOB SUMMARY:

Under general supervision, works under the direct supervision of the Assistant Finance Director and performs all administrative and technical tasks in processing accounts payable for the city. This position also assists with the annual audit and budgetary process. Perform other related duties as required.

QUALIFICATIONS:

Completion of secondary education (high school diploma or GED) and a minimum of two (2) years of experience in accounts payable, accounts receivable, accounting, or bookkeeping; or an equivalent combination of education, training, and experience. Experience includes using Microsoft Office Word and Excel.

ESSENTIAL JOB FUNCTIONS:

- Process vendor invoices and payments via check and electronic payment methods; Research charges and fees to avoid penalties, taxes and overpayments.
- Reconcile monthly vendor statements to ensure invoices are paid timely.
- Coordinate communications with vendors, utility providers and internal departments regarding billing and payment matters.
- Prepare, distribute, and track departmental invoices.
- Maintain accounts receivable logs and invoice control records.
- Process recurring payments for utilities, credit cards and online accounts.
- Prepare and enter vouchers for payment processing and maintain supporting voucher documentation.
- Perform void and reissue of payments and ensure the appropriate general ledger effect.
- Process new vendor applications and maintain existing vendor files.
- Monitor and reconcile prepaid expenses, healthcare benefits, wellness program expenses, and insurance-related accounts.
- Maintain engineering billing records, process engineering invoices, and track invoice payments and collections.
- Coordinate utility cost recovery and billing activities, including Green Schools, Southgate Farm, road opening permits, sewer services, and other services.
- Generate and distribute quarterly and annual invoices.
- Process quarterly unemployment compensation payments and prepare supporting documentation.

- Prepare and process compensation payments for board and commission members in accordance with established schedules.
- Compile financial reports, audit trails, and account activity reports for billing and reimbursement.
- Prepare annual reports and documentation, including 1099 reporting, OPERS reporting, uniform and boot allowance reports, and other compliance-related filings.
- Support year-end financial activities, including tracking all prepaid expenses throughout the year and maintaining GAAP-related documentation.
- Maintain organized financial records and ensure compliance with established accounting procedures, policies, and reporting requirements.

KNOWLEDGE, SKILLS & ABILITIES (*indicates developed after employment):

Knowledge of: Department policies and procedures*, general accounting principles and practices, and current business office practices and procedures.

Skill in: Operation of general business office equipment (fax, copier, scanner), Microsoft operating system (Excel, Word, Outlook).

Ability to: Collect, analyze, and interpret data; work independently or with others; prepare and maintain accurate documentation; calculate basic addition, subtraction, multiplication, division, fractions, decimals, and percentages; communicate effectively; demonstrate helpful interpersonal skills when working with others.

PHYSICAL DEMANDS STRENGTH RATING:

In accordance with the U. S. Department of Labor physical demands strength rating, this is considered light work.

APPROVALS: *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	<i>6/16/2026</i>
<i>Shelley Goodrich</i>	<i>Director of Finance</i>	<i>6/16/2026</i>
<i>BARGAINING POSITION: Provided to AFSCME</i>		

CREATED & REVISIONS:

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>6/23/2026</i>		