



Job Description

ACCOUNTS PAYABLE CLERK

Department: Finance Department
Union/FLSA Status: Non-union / non-exempt
Employment Status: Full time
Reports To: Director of Finance
Working Hours: 8:30 a.m. to 4:30 p.m. Monday through Friday (On-site)

SUMMARY

The Accounts Payable Clerk works under the direct supervision of the Director of Finance or their designee and handles administrative and technical tasks in processing accounts payable, purchasing and tracking and reporting capital assets. This position also assists with the annual audit and budgetary process.

MINIMUM QUALIFICATIONS

Associate's degree in accounting, finance or business administration and 3 years of equivalent experience in the public sector, preferably a local government, displaying experience and knowledge sufficient to perform essential functions of the position. Bachelor's degree desired.

ESSENTIAL FUNCTIONS

- Perform accounts payable responsibilities including processing vendor invoices and payment for the same via check and electronic payment methods; research charges and fees to avoid penalties, taxes and overpayments.
- Solicit applicable forms needed to accurately maintain the city's vendor file, ensure compliance with Federal, State and local law.
- Research monthly vendor statements to ensure invoices are paid timely; work with departments and vendors to resolve issues.
- Maintain the city's fuel and purchasing card programs.
- Perform void and reissue of payments and ensure the appropriate general ledger effect.
- Maintain the City's unclaimed funds based on applicable laws.
- Perform banking responsibilities.
- Prepare annual IRS Form 1099 to applicable vendors and prepare the required annual filings to the reporting entities by the deadline.
- Prepare OPERS non-contributing reports and submit forms as required.
- Prepare requisitions and maintain purchase orders for the department.
- Perform purchase order adjustments as requested.
- Maintain record of the City's bid openings and contract agreements applicable to charges for services and ensure negotiated rates are adhered to.
- Prepare general ledger journal entries, timely and assist with month end close process.
- Prepare annual budget estimates for various routine expenses.
- Prepare and provide documentation for the city's annual audit and financial statement preparation.

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- Prepare and maintain the City's capital asset records based on government accounting standards for reporting; including analyze additions, deletions and transfers on a quarterly basis. Prepare and maintain construction in progress records on a quarterly basis. Perform capital asset upload process to the financial system, balance and produce reports for annual financial statements and audit review.
- Participate in the annual valuation of City assets and asset tagging.
- Maintain insurance valuation records for all buildings, land and equipment.
- Maintain filing system for vendor invoices, statements, vendor documents and all other work performed following record retention policies.
- Create and maintain various Excel spreadsheets for tracking and analysis.
- Participate in upgrade testing and work with software vendors on technical issues and information updates.
- Prepare and provide public information requests in conjunction with the Law Department.
- Performs a variety of office-related tasks, including tasks of a confidential nature to assist the Director or designee.
- Perform other related duties as assigned including those of a confidential nature.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City government structure and processes, accounts payable and purchasing practices and procedures.
- Knowledge of fund accounting, cash basis and modified accrual basis of accounting.
- Knowledge of Federal, State and local laws, to include Ohio Public Employee Retirement System, as it pertains to vendors and sub-contractors and annual reporting.
- Knowledge of Microsoft Office products; intermediate Excel skills required and ability to adapt to specialized software applications.
- Ability to learn quickly and multitask in a high-pressure environment.
- Ability to meet deadlines.
- Ability to work independently; troubleshoot issues and provide potential resolution.
- Ability to arrive at work timely and consistent with daily work schedule.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational, detail and analytical skills.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Must possess a valid driver's license and retain the ability to be insured by the City's liability carrier.

EQUIPMENT OPERATED

The following are examples of equipment operated, not intended to be all inclusive: personal computer, printer, copy machine, fax machine and other business standard office equipment.

PHYSICAL DEMANDS AND WORK CONDITIONS

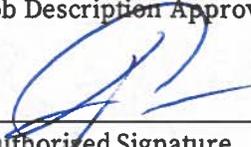
- Must be able to lift up to 15 pounds at times.

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- In accordance with the U.S. Department of Labor exertion levels, this is considered sedentary work.

Job Description Approval:



Authorized Signature

3/6/26

Date

