

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB344 Accounts Payable Specialist
POSITION #/TITLE: 2384, 2385, 2386, 2387, 2388, (2550 Flood) Accounts Payable Specialist	Adopted: 04-07
	Revised: 09-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Finance Operations	Manager Level: Non-manager
Salary Plan/Description: NBU/Non-bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 0386/NB006/Accounts Payable Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word and Standard and Intermediate Excel
Personal Protective Equipment: None	

General Statement of Duties

Provides detailed technical financial recording and accounting in the Accounts Payable and Purchasing area.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Processes requisition, purchase order, PCard and invoice data for designated area;
Processes requests for payments such as rental/housing assistance, refunds, petty cash reimbursements, land acquisitions, hotel/motel tax distributions, public improvement contracts, grant allocations etc. within designated area;
Reviews and/or code purchasing transactions with a general ledger account number as needed;
Matches invoices to purchase orders or requisitions and reconcile transactions;
Works closely with City buyers to ensure timely and accurate payment of invoices;
Obtains payment approval from department management;
Clears or cancels requisitions and purchase orders as needed;
Reconciles PCard transactions;
Assists City credit cardholders in obtaining documentation of purchases, resolving issues, etc.;
Creates and distributes reports to buyers of outstanding requisitions and purchase orders;
Processes and distributes purchasing reports to department/division managers;
Responds to requests for information from City staff;
Performs data entry in other financial applications such as budget as needed;
Fills-in/back-up the AR Billing and Collections Administrator;
Fills-in/back-up other accounts payable positions as needed;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of accounts payable and purchasing;
Good knowledge of Generally Accepted Accounting Principles;
Good knowledge of financial enterprise applications and common office tool software;
Good knowledge of business arithmetic;
Ability to handle confidential administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Associate's Degree in Accounting or a closely related field; and
Some experience in accounts payable and purchasing practices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.