

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB345 Vendor Account Specialist
<b>POSITION #/TITLE:</b> 2404 Vendor Account Specialist	<b>Adopted:</b> 04-07
	<b>Revised:</b> 09-15

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division</b> Finance-Administrative Services/Finance Operations	<b>Manager Level:</b> Non-manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 09
<b>Reports To Position #/Job Code #/JC Title:</b> 0386/NB006/Accounts Payable Program Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Standard Word and Standard and Intermediate Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Maintains vendor accounts and employee credit card accounts.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Creates and maintains vendor accounts;  
Maintains vendor W-9, 1099, and ACH data;  
Maintains conflict of interest vendor listing;  
Processes IRS B-Notices;  
Processes Garnishments and IRS Levy orders;  
Creates and maintains employee credit card accounts;  
Assists in training cardholders;  
Reviews and distributes checks/ACH transactions weekly;  
Distributes invoices daily;  
Handles vendor communications;  
Reconciles vendor accounts;  
Reviews purchase order and voucher transactions to ensure correct vendor and vendor remittance addresses and terms are used;  
Files all voucher documents (invoices and credit card receipts);  
Ensures safekeeping of voucher documents (document custodian);  
Maintains vendor and P-card related files either electronically or hardcopy;  
Trains and supports other accounts payable team members in the proper use of vendors accounts;  
Responds to requests for information from City managers/supervisors, employees and buyers;  
Responds to requests from the public;  
Provides information to the external auditors;

Performs back-up duties for AP Administrator;  
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 various federal and state regulations related to payment of obligations and income reporting;  
Good knowledge of financial enterprise applications and common office tool software;  
Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;  
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 Bachelor's Degree in Business Administration or a closely related field; and  
Considerable 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.