SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounts Payable Specialist

Revision Date: 1/07
EEO Code: Administrative Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under close supervision of the Deputy Director, performs routine activities pertaining to accounts payable according to standard accounting practices and procedures.

III. Essential Duties:

- Collect and organize the documents needed to process invoices and purchase orders for payment.
- Match invoices with packing slips and purchase orders.
- Input the necessary information on the computer to process and format invoices.
- Reconcile various management reports, vendor and financial records.
- Balance accounts on computer - invoices with statements.
- Communicate with vendors and city departments - receive phone calls, solve problems, track down missing documents and provide copies of invoices when requested.
- Prepare accounts payable checks and provide adequate documentation for checks issued.
- Process requests for travel advances and travel reconciliations.
- Process and balance utility accounts.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent; Six months accounting, business, or related training.

Experience: One year of related work experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Accounting principles and procedures; general office practices, procedures, and equipment.

Responsibility for: Proper balancing of accounts and the payment of invoices on time..

Communication Skills: Constant contact with the various vendors servicing Sandy City, obtaining invoices and balancing accounts; ability to deal well with upset and irate people; frequent contact with citizens and other employees; contact with other department information.

Tool, Machine, Equipment Operation: Type 35 wpm; regular use of a personal computer, frequent use of a calculator, ROLM telephone, printer copy and fax machine, occasional use of a typewriter.

Analytical Ability: Follow established accounting policies and procedures; follow written and verbal instructions, communicate effectively verbally and in writing; establish effective working relationships with employees and the public.

VI. Working Conditions:

Moderate mental effort is required daily; great mental pressure and fatigue exist during a normal workday due to exposure to deadlines and dealing with the public; work procedures are established; refer only unusual cases to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____