

TITLE: Accounts Payable Technician

FIN/8

DEPARTMENT: Finance, City of Franklin

JOB SUMMARY: This position performs technical duties in support of the city's accounts payable process.

MAJOR DUTIES:

- o Gathers, assembles, tabulates, and verifies account payable information.
- o Gathers invoices from departments, checks for accuracy, and approves for payment.
- o Processes travel and expense statements.
- o Prepares purchase orders, requisitions, and correspondence.
- o Files various fiscal transaction documents including purchase orders and paid and unpaid invoices.
- o Assists in the preparation of financial or statistical records.
- o Searches documents for posting errors.
- o Collates, sorts, and compiles fiscal data in accordance with procedures.
- o Sorts and distributes mail (incoming) and processes outgoing mail.
- o Performs miscellaneous clerical work.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of bookkeeping terminology, methods, procedures, and equipment.
- o Knowledge of standard office procedures, practices, and equipment.
- o Knowledge of accounting principles and related data processing equipment.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in oral and written communication.

- Skill in posting accounts and in performing mathematical calculations with speed and accuracy.

**SUPERVISORY CONTROLS:** The Accounting Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include federal, state, and local regulations, policies, and standards. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related financial accounting duties. The need for accuracy contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to perform technical duties in support of the city's accounts payable process. Successful performance in this position contributes to the accuracy of accounts payable records.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel, bank representatives, vendors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SPECIAL REQUIREMENTS:** Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Ability to be bonded.

**PREFERRED QUALIFICATIONS:**

- Associate's degree or an equivalent combination of education and experience in accounting or closely related field.
- Experience with a large enterprise-wide financial system.
- Experience with testing software upgrades and enhancements to financial systems to confirm desired functionality.
- Experience in processing and/or auditing accounts payable invoices/vouchers.
- Familiarity with internal control procedures as they relate to accounts payable.