

City of Americus, GA



Title: Accounts Payable Technician

Class Code: 1403

JOB DESCRIPTION

General Description:

The purpose of this classification is to perform accounts payable & clerical work within the Finance Department for the City's financial operations. Duties include preparing and processing accounts payables; entering data into the city's financial system and providing general clerical support.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives and processes accounts payable invoices to include opening, sorting, and scanning invoices for the appropriate departments, verifies vendor numbers, invoice numbers, system generated voucher numbers, and proper documentation; attaches accounts payable vouchers; and enters invoices into the system database; prints checks and files paid invoices; submits all invoices over the one thousand dollar limit to the City Manager for approval; advertises and adheres to appropriate invoice schedule; maintains appropriate files of invoices- e.g. those paid/ those to be paid.
- Prepares and balances vouchers: balances vouchers for weekly check run; obtains calculator total and compares to computer generated check proof; physically checks for errors and corrects; submits vouchers and reports to Finance Director and makes changes as necessary.
- Prepares and processes recurring payment check requests monthly for entities in accordance with the recurring payments schedule. Receives and verifies monthly vendor statements; distributes copies of unpaid invoices to various departments.
- Prepares requests to vendors for tax reporting information and maintains appropriate files; prepares yearly 1099 forms and mails to vendors.
- Serves as petty cash custodian and prepares daily deposits in the absence of the Payroll Technician.
- Prepares spreadsheets to breakdown charges for the retirement invoice, utility bills, electric bills, Lowes, and Wal-Mart charge accounts by department.
- Gathers information for the annual audit which includes pulling invoices for legal fees and for purchases greater than specified dollar amounts in the General and Enterprise funds; prepares various schedules for all funds for the annual audit.
- Assists the Finance Director and Assistant Finance Director with assigned tasks to include posting check requests, preparing check requests, preparing bank deposits, preparing journal entries, and providing reports as needed.
- Assist with fixed assets maintenance, updates, and physical inventory counts, identifying capital items to be depreciated and maintaining a record of items to be added. Activity for SPLOST, TSPLOST, and revenue bonds is logged and maintained.
- Answers telephones and provides information to callers regarding accounting programs,

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policies and procedures. Refers callers to other staff members as appropriate, and/or takes messages.

- Prepares letters, correspondence and other materials upon request
- Serves as backup to the Payroll Technician needed. Sorts and distributes incoming mail as needed and acts as a liaison to departments for payable inquiries and account discrepancies within the budget.
- Performs other related duties as required.

Minimum Education and Experience Requirements:

Requires an Associate's Degree in Business, Finance, Accounting or closely related field; Requires two years' experience in government accounting, accounts payable or closely related experience.; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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