



City of Rapid City
Finance Accounts Payable Clerk I, II, III
Position Description

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Job Title: Finance Accounts Payable Clerk I, II, III
Department: Finance
Division: Accounts Payable
Reports To: Accounts Payable Coordinator/Chief Accountant
FLSA Status: Non-Exempt

Grade: 09, 11, 12
Prepared By: Sandy Massey/Tammie Krumm
Prepared Date: 09/08/09, 02/xx/12
Approved By: Jim Preston, Pauline Sumption
Approved Date: 03/01/10

SUMMARY

Provide accounts payable support for Finance department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

Finance Accounts Payable Accounting Clerk I:

1. Matches invoices and purchase orders; scans and attaches documentation to purchase orders; checks for accuracy of amount to be paid and required documentation.
2. Inputs data from purchase orders.
3. Answers vendor inquiries; balances vendor statements; and analyzes vendor accounts.
4. Assists internal and external customers regarding accounts payable.
5. Assists in the preparation of all bills for the City Council meetings by balancing all purchase orders and invoices.
6. Maintains all accounts payable files.
7. Assists with special projects as necessary.

Finance Accounts Payable Accounting Clerk II:

1. ~~Assists in processing end-of-month transactions.~~ Maintains spreadsheets of all city utility accounts.
2. Processes more complex accounts with limited supervision.

Finance Accounts Payable Accounting Clerk III:

1. Approves purchase orders for accuracy of budgets charged and verifies cost centers and line items.
2. Processes end-of-month transactions.
3. Serves as backup in the absence of the Chief Accountant for posting of accounts payable batches, preparing bill list, and issuing approved disbursements.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: **Accounts Payable Clerk I:** High school diploma or general education degree (GED) and two years related experience ~~and/or training~~ in accounting. **Accounts Payable Clerk II:** Associate's degree in accounting, business or related field and one year related experience ~~and/or training~~ in accounting; or one year certificate from college or technical school in accounting, business or related field and two years related experience ~~and/or training~~ in accounting; or an equivalent combination of related education and experience. **Accounts Payable Clerk III:-** Associate's degree or equivalent from two-year college or technical school in accounting and four years related experience in accounting; or an equivalent combination of related education and experience.

Communication Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to apply common sense understanding to carry out written and verbal instructions. Ability to deal with problems involving several concrete variables in standardized situations.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office

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products. Ability to perform various administrative tasks including alpha numeric data entry at 100 kpm net of error; and 10-key data entry at 134 kpm net of error.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.