

CITY OF OAKWOOD
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: Account Clerk I – Accounts Payable Clerk

Department/Division:	Finance	Reports To:	Assistant Finance Director
Employment Status:	Full-time	Supervises:	
FLSA Status:	Non-Exempt		

QUALIFICATIONS: An example of acceptable qualifications:

High School Diploma / GED required. Completion of secondary education or equivalent or previous administrative work preferably in an accounting department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Public Notary, Valid Driver's License

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: basic accounting; office practices and procedures.

Skill in: general computer operations, specifically Microsoft Office applications Word, Excel, Outlook and PowerPoint and office machines, such as a multi-line telephone, 10 key-calculator, and copier.

Ability to: perform basic mathematical functions (addition, subtraction, multiplication, and division); maintain a pleasant and courteous demeanor working in a fast paced environment; communicate effectively with the general public and all levels of management both verbally and in writing (basic knowledge of grammar and spelling); work with frequent interruptions; handle cash transactions; interpret legislation pertaining to specific job duties; carry out detailed but simple oral or written instructions; achieve thoroughness and accuracy (attention to detail) in completing assigned tasks; maintain confidentiality; maintain paper files in an orderly manner.

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ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 63% (1) Accounts payable function which includes: purchase order entry, distribution, tracking, and reporting to department heads; invoice reconciliation and forwarding to department heads for approval; adding new vendors (collection/maintenance of W-9 form); payment of vendor invoices via ACH or paper check; preparation of IRS Form 1099 for qualifying vendors from previous year.

 - 2% (2) Maintain City contract files; review contract packet to ensure all required documents are included; distribute copy of contract to respective department and New Hire/OPERS forms to payroll; monitor status of pending contracts.

 - 10% (3) Assist with the maintenance of databases maintained in the utility software, including but not limited to annual backflow certification, Do Not Solicit and new resident breakfast listings. Produce letters, spreadsheets, reports and other materials as requested from various databases.

 - 10% (4) Answers telephones and responds to inquiries concerning accounts payable and utility bills; responds to various inquiries and provides information regarding services and functions; responds to citizen complaints.

 - 2% (5) Issuing of birth certificates (abstracts) and death records as part of the Vital Statistics Department; issues and collects monies for vital statistics.

 - 2% (6) Assist with the preparation of the Annual Water/Sewer Rate Survey. Maintain database, mail annual request for information (initial letter/email and reminders), verify rate calculations received, compile data and generate report.

 - 2% (7) Assists with the calculation and preparation of the special assessment projects (water/sewer/stormwater, refuse, electric street lighting, noxious weeds, and sidewalk repairs).

 - (8) Serves as backup to utility billing clerk.

 - 4% (9) Scan daily checks for the finance department using the bank software.

 - 5% (10) Maintain inventory of and purchases office supplies.

 - (11) Demonstrates regular and predictable attendance.

 - (12) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
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OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer and various office equipment (calculator, copier, telephone, postage meter, etc.).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Work is confined mainly to an office setting. Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work. Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
2. Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
3. May include flexible hours, including week-ends, holidays and some after-hours or overtime work.
4. Stressful situations are inherent to this position.
5. Work may occasionally require travel, including over-night stays, involving training and conducting City business.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)