

ACCOUNTS PAYABLE SPECIALIST -1441

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical work involving processing of accounts payable and related records; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing accounts payable; preparing and maintaining financial records; entering, verifying, and checking data.

Processes accounts payable; ensure proper signatures and payment authorizations are attached prior to processing;

Audits invoices and bills and ensures correct coding;

Enters accounts payable data into system;

Responds to inquiries from vendors and departments regarding payments and bills;

Maintains accounts payable files; pulls accounts payable documents for auditors;

Reviews edit lists; makes changes and adjustments; runs checks;

Assist in answering and directing switchboard calls;

Maintain reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines and some typing; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in bookkeeping and some experience in accounts payable and/or other accounting work.