



City of Gulfport, Mississippi
Job Description

Accounts Payable Clerk (ACPC)

Department: 145B – General Administration

EEO Category: Office & Clerical

Date Revised: 2/2012

FLSA Status: Non-Exempt

Date Approved: 2/3/2012

Position Overview

The Accounts Payable Clerk reconciles, processes, records, and files payment of invoices, statements and expense reports.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Reconciles invoices, purchase orders, and other relevant documentation to ensure accurate and timely payments to vendors.
- Input information into the computer system.
- Prepares Docket of Claims for approval by governing authority.
- Processes printing and distribution of account payable checks.
- Performs electronic scanning, indexing, and record keeping.
- Assists vendors, City personnel, and other interested parties regarding invoicing and payable issues. Assist other Finance employees as needed.
- Knowledge of 1099 requirements for vendors.
- Complies with the City's established policy and procedures.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- General knowledge of principles and methods of computerized and manual financial record keeping is required; knowledge of fund accounting preferred.
- Demonstrated ability to coordinate varied tasks, meet deadlines, and successfully completes projects.
- Ability to perform basic mathematical computations.
- Ability to work with minimum supervision and apply initiative, and judgment in resolving problems. Ability to organize work, set

- priorities and meet critical deadlines with little supervision.
- Ability to work independently; ability to communicate effectively, both orally and in writing.
 - Ability to work under pressure relationships with administrators, employees and the general public.
 - Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate. Must have at least 1 -2 years previous accounts payable/receivable experience, with proficiency in computer software programs.

Licenses or Certificates

None.

Physical Demands and Working Conditions

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.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.