

Job Title: Accounting Support – Accounts Payable - Grade 9

Reports to Accounting Department Supervisor / Coordinator

Assists supervisor in maintaining a complete and systematic set of accounts payable records, files and reports. Audits, codes and prepares BAPs and expense vouchers for headquarters administrative units and general account charges. Provides guidance to Accounting Clerk I and II Accounts Payable positions as required.

- Performs a variety of clerical tasks that are auxiliary to the work of the supervisor and which do not require a technical or professional knowledge of a specialized area.
- Performs clerical duties that require a thorough knowledge of the organization and its procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced. Duties are somewhat diverse, with some duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent substantive decisions are required often involving initiative in identifying problems and potential solutions. Most tasks and duties are performed according to clear guidelines, although many tasks are performed in accordance with broad, general guidelines. Decisions could cause moderate delays, increased costs or other moderate impediments to the achievement of department objectives. Decisions in complicated or specialized situations are referred to supervisor.

#### Duties and Responsibilities:

- Performs Accounts Payable functions as required by supervisor. Duties include: auditing all invoices and receipts submitted with accounting forms, verification of proper approvals in connection with all forms submitted for payment, researches any previous outstanding balances through the use of the Great Plains Accounts Payable system.
- Controls work flow of BAPs and full time expense voucher audit and coding processing
- Gives guidance and training to Accounting Clerks I and II Accounts Payable positions
- May be required to answer telephone, take messages or refer calls to appropriate department. Answers inquiries pertaining to BAPs and Expense Voucher payments on an as-needed basis.

- Maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, perform simple computations.
- May be required to receive and distribute mail.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 40 words per minute
- Working knowledge of Microsoft Windows, WordPerfect or Word and Excel
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Good communication, listening skills, attention to detail
- Ability to learn and understand CWA General Ledger chart of accounts
- Ability to understand and follow moderately technical instructions and CWA accounting rules and policies
- Two years related experience or training or equivalent combination of education and experience.

Physical Demands:

The physical demands described herein 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 for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. 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. Specific vision abilities required by this job include both close and distance vision.

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Human Resources Director

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Chief Steward, OPEIU Local 2

Date \_\_\_\_\_

Date \_\_\_\_\_