

**CLASS TITLE: ACCOUNTS PAYABLE CLERK**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs responsible functions involving payment of City of Tulsa financial obligations to ensure accurate and timely processing of invoices; answers questions and inquiries from departments, employees, vendors, and contractors; and other related assigned duties.

**ESSENTIAL TASKS:**

- Audits invoices for accuracy and compliance with A/P policies and procedures and performs data entry and batch release into workflow approval for a high volume of invoices
- Imports utility billing file and makes necessary changes to relevant system folders
- Makes final approval of all invoices in batches and reviewing for reasonableness
- Prints physical checks as required
- Creates Electronic Funds Transfer (EFT) file for bank
- Posts cash disbursements journal
- Creates positive pay file for bank
- Creates and prints Check Register
- Reconciles various accounts as directed
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from a high school or possession of a General Educational Development Certificate (GED), including twenty (20) hours of college coursework in bookkeeping and accounting related subjects, and three (3) years of experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of basic accounting principles, methods and practices; good knowledge of City of Tulsa Policies and Procedures; good knowledge of modern office methods and procedures; and knowledge of word processing and/or database software packages. Ability to operate standard office machines; ability to understand and follow instructions in regard to accounts payable issues; ability to make mathematical calculations with speed and accuracy; ability to identify errors in mathematical computations and data entered on forms; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of personal computers and/or word processors.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

**Class Code: 6521**

**EEO Code: N-06**

**Pay Code: OT-18**

**Group: Clerical and Administrative**

**Series: Clerical**

**Effective Date: October 28, 2019**