

State College Borough

Clerk Senior, Accounts Payable

Job Description



REPORTS TO: Finance Director
ROLE & LEVEL: A3

DEPARTMENT: Finance
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Senior Accounting Clerk provides various higher-level clerical accounting services for the Finance Department. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Processes accounts payable invoices; attaches packing slips and assigns vendor numbers; verifies that there is an account number on invoice
- Reconciles vendor statements; codes and prepares invoices for payment; requests W-9 forms, sends out Tax Exemption forms and processes 1099 statements
- Applies credits to customer bills once approved and prepares overpayment and security deposit refunds as needed
- Prints checks to pay selected vouchers; verifies reports and provides accurate fund totals necessary to obtain cash requirements for payments
- Maintains ledger for various Borough projects including contractor escrows; works with staff in other departments to ensure funds are expended/collected correctly and necessary reports are available as needed
- Enters journal entries from finance department staff for new entries, changes or adjustments to general ledger; ~~reviews and approves entries to the general ledger~~
- Maintains travel requests and processes expenses
- Processes payroll and/or other duties in the absence of the Technician, Payroll
- Prepares and processes daily deposits in the absence of the Senior Clerk, Accounts Receivable
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative, clerical and accounting procedures and systems such as word processing, managing files and records electronically, and other office procedures and terminology
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel, Publisher, and PowerPoint)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to compile information and produce reports of revenue and other financial data
- Ability to maintain detailed accurate records, create and maintain databases
- Ability to conduct cash transactions quickly and accurately
- Ability to communicate effectively, verbally and in writing

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years of clerical accounting experience; or an equivalent combination of education, certification, training, and/or experience.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Associate's degree

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date