



**CITY OF CLINTON
JOB DESCRIPTION
ADMINISTRATION DEPARTMENT
ACCOUNTS PAYABLE CLERK**

NATURE OF WORK

This is non-supervisory work that involves the performance of a variety of clerical duties pertaining to the financial operations of the City. Detailed instructions and close supervision are received at the beginning of work and new assignments. Regular assignments may be performed more independently and initiative is exercised as experience is gained. Work is performed under the supervision of the Deputy City Clerk and reviewed for accuracy and adherence to standards and through reports and accomplishment to desired results.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains all accounts payable. Enters payables in computer, receives payable calls, balances payables at end of month, checks vendor statements against invoices and runs checks. Assists Purchasing Officer with purchase order numbers and vouchers when necessary.

Writes all necessary manual checks and helps with any accounting procedure deemed necessary. Prepares deposits as necessary.

Prepares utility bills for processing.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the fundamental and principals of bookkeeping.

Knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Knowledge of English, spelling, punctuation and math.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Skill in operating a calculator, computer, copy machine, etc.



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Must have and maintain a valid Mississippi vehicle operator's license in order to drive a City vehicle.

EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent.

Two years' accounts payable or bookkeeping experience desired.