



City of Williamsport Temporary Position Description

Job Title: Accounts Payable Assistant
Department: Finance Department
Supervised By: Director of Finance/Budget & Fiscal Officer
Supervisory Responsibility: None
FLSA Status: Non-Exempt/Hourly
Position Type: Part-time
Pay Rate: \$15.00/hour
Date Created/Revised: 1/3/2023

POSITION SUMMARY

The Accounts Payable Assistant is responsible for reviewing and preparing purchase requisitions, entering accounts payable data into the computer, and generating accounts payable checks. This position also performs related support activities for the Finance Department. Successful applicants must be able to perform skilled keyboarding tasks and complete clerical assignments requiring knowledge of computers, spreadsheets, and office equipment.

ESSENTIAL DUTIES

- Prepares departmental invoices for payment; obtains signature approval of expenditures.
- Prepares purchase orders after all approvals are received.
- Enter accounts payable data and generates accounts payable checks.
- Types documents, forms and other correspondences as necessary.
- Receives and responds to inquiries in person and over the phone.
- Prepares accounts payable checks for mailing.
- General departmental filing.
- Responsible for accurate and timely reconciliation of some of the City's checking accounts.
- Preparation of monthly reports for departmental reconciliation.
- File, scan, and provide general clerical assistance.
- Complete minor bank reconciliations.
- Review check requisitions and enter data into system.
- Receive, process, verify, and reconcile vendor invoices and statements.
- Work with staff to ensure coverage during required office hours.
- Perform other related duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to communicate, read, write and understand the English language at a level necessary for efficient job performance.
- Able to communicate daily with the public in a professional manner and with a professional appearance that positively represents the City.

- Able to establish and maintain effective working relationships with employees, City officials, other government agencies, and the public.
- Able to perform basic math, including calculations using fractions, decimals, and/or percentages.
- Able to prioritize tasks to meet deadlines.
- Able to work independently with minimal direct supervision.
- Able to maintain strict confidentiality.
- Competency in Microsoft Office Suite, with at least an intermediate knowledge of Excel, and ability to learn new software.
- Ability to use a computer, calculator, telephone, and other related office equipment.
- Excellent typing and data entry skills.
- Ability to perform, when trained, advanced clerical, financial, and mathematical functions as required.
- Ability to understand and carry out oral and written instructions and work independently within a set of parameters.

EDUCATION AND EXPERIENCE

- High School Diploma or GED (required).
- College degree/credits in the accounting field (preferred).
- Experience with Microsoft Excel (required).
- One (1) year of experience working with cash or financials and/or in a customer service setting (preferred).
- FBI and PA State Police background clearances required.

ESSENTIAL FUNCTIONS

- Must be able to sit, stand, and/or move for the duration of scheduled work hours.
- Must be able to sit at a desk in front of a PC for prolonged periods of time.
- Must be able to lift up to twenty (20) pounds.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level; and twist body periodically throughout the day.
- Must possess sight/hearing senses so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS

- Will work alone and with others.
- Will work mostly in an office setting with telephones, personal interruptions, and background noises.
- Will work in a public setting where moving around the office and interaction with City employees and retirees may be required.

ACKNOWLEDGEMENT

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of **Accounts Payable Assistant** for the City of Williamsport. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to

perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

Employee Signature

Date

Employee Name (print)