



REVISED:
07/01/2015

JOB TITLE:	SENIOR EXPENSE CONTROL CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8082
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Ensures vendor checks are processed and distributed in accordance with established procedures. Processes payroll time reporting as needed. Maintains a high degree of accuracy in vendor check processing and accounts payable related matters. Works with a minimum amount of supervision and confers with coordinator when appropriate.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensures financial controls are met, including controls for all vendor check writing
- Serves as liaison for accounts payable, accounting and purchasing on expense matters
- Performs all phases of vendor check: writing, voiding and distribution
- Assumes responsibility for Purchase Order Maintenance
- Assumes responsibility for training activities related to accounts payable clerk functions, including supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired
- Assumes responsibility for payroll time report processing and employee inquiries as needed
- Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities
- Assumes responsibility for electronic document storage functions – scanning and importing documentation
- Develops, updates and revises all forms, instructions, manuals and procedures for accounts payable functions
- Assumes responsibility for reconciling accounts payable
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Two (2) years experience in accounts payable, accounts receivable or related accounting functions
- Good math ability
- Demonstrated ability to maintain accurate records
- Bookkeeping experience
- Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year college credit in accounting
One (1) year business experience in related field