



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CLERK SENIOR EXPENSE CONTROL
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 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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of experience in accounts payable, accounts receivable or related accounting functions

Good math skills

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
Experience in a diverse workplace