

CITY of AZTEC JOB DESCRIPTION

Job Title:	Accounts Payable Tech I
Department:	Finance Department
Shift:	Regular 40 hours per week (Mon-Thurs 4-10 workweek) occasional overtime hours may be required
Pay Plan:	Level 11 @ \$18.48/HR
Exempt:	No
Reports To:	Finance Director
General Direction From:	Finance Director
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the assets of the City.

Process financial documents and data for use in paying City obligations and maintaining accounting records by performing various duties included in this job description. This position has a high level of routine contact with all city departments and vendors and must be able to maintain professional and cooperative work relationships with all. Regular, timely, accurate and efficient handling of all records is a high priority for this position. Ability to comprehend and accurately apply generally accepted accounting principles, applicable state law and city policies to all tasks is required.

ESSENTIAL DUTIES

- **Daily** duties include processing of incoming/outgoing mail daily; accounts payable processing (including verification of account numbers and balances, signatures, and vendor numbers on small purchase orders and data entry) in compliance with generally accepted accounting principles; data entry to multiple data bases including preventative maintenance module, this position responsible for the electronic archival of all accounts payable documents.
- **Weekly** duties include preparation of accounts payable disbursements for check issuance and preparation and filing of accounts payable documentation and mailing of accounts payable checks.
- **Bi-monthly and Monthly** duties include reconciliation of vendor, credit card, and other purchase statements and maintenance of vendor files; provide back-up to payroll processing, receipt, issuance and reconciliation of bulk copy paper through inventory system.

- **Annual** duties include preparation vendor 1099 in compliance with IRS requirements; annual identification of paper and electronic record destruction in compliance with City Ordinance.
- **Procurement:** Must become familiar with all municipal and state purchasing regulations and be able to make applications relative to the A/P function. Work closely with Purchasing Agent with procurement requirements; establishment of new vendors and annual review of existing vendor files.
- **Record Destruction:** This position is responsible for the annual identification of paper and electronic record destruction (identification, approval preparation and destruction) in compliance with City Ordinance.
- **Other** duties may include filing, scanning and other office duties as requested by Finance Director
- Position will be expected to advise and participate in policy and administrative regulations updates and/or creation as necessary or directed.
- Position will participate in weekly finance staff meetings, may be required to assist or develop in house safety training for finance department staff; will perform safety inspections within finance department on rotating schedule; and may be requested to collaborate or prepare monthly finance department report and/or annual report.

RESPONSIBILITIES	
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Supervision:	N/A
Public Contact:	Contacts with people and/or managers regarding routine administrative or technical matters
Budget:	N/A
Other:	<ul style="list-style-type: none"> • Ability to keep accurate records and compile accurate information from records. • Ability to understand and retain knowledge of New Mexico Procurement Code and related purchasing regulations. • Ability to operate a variety of office machines including proficiency with 10-key calculator. • Ability to operate IBM compatible PC and utilizing spreadsheet and word processing applications to compile reports, documents, and store data. • Ability to apply concepts of basic algebra. • Ability to solve practical problems and deal with a variety of concrete variables. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. • Ability to maintain good working relationships with co-workers, City department heads, and vendors. • Ability to work with confidential information/documentation. • Ability to work under stress and stressful situations. • Ability to meet deadlines

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:	High School Diploma or G.E.D. equivalent Associate of Arts degree in accounting, business or related field from two-year college or technical school <u>and</u>
Experience:	One year experience in bookkeeping and accounts payable with operation of microcomputer spreadsheet and word processing functions; <u>OR</u> equivalent combination of education and experience.
Knowledge:	Thorough knowledge and understanding of bookkeeping and generally accepted accounting principles and procedures. Good knowledge of automated accounting functions <ul style="list-style-type: none">• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.• Ability to maintain effective working relationships with co-workers and City department heads.• Ability to understand, follow, and transmit written and oral instructions.• Ability to meet deadlines
Certificates/Licenses:	N/A
Recertification:	N/A
Use of Tools and/or Equipment:	10-Key Adding Machine, Postage Meter, Computer, Copier, Scanner, Computer Printer, Telephone, Fax Machine

WORK ENVIRONMENT

Physical Demands:	Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit, talk and listen. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 50 pounds.
Hazards:	Minimum hazardous working conditions. Minor threat to health and/or safety. Traveling an automobile may be a regular part of the job.

Exposures:

Generally adequate working conditions with minimum environmental conditions to assure comfort.