



Finance Clerk

Supervisor: City Manager
Department: Administration
EEO Category: Administrative Support
FLSA Status: Non-Exempt (Full time)
Date Approved: September 6, 2018

Purpose of Position:

The Finance Clerk is responsible for the purchasing and accounts payable functions in the Finance Department. The Finance Clerk processes, records, and files payment of invoices, statements and expense reports while assisting the Comptroller in the operation of the City's financial affairs.

Responsibilities:

- Obtain written quotes on all supplies, equipment and materials over \$5,000 but less than \$25,000 and work with departments on developing bid package on items over \$50,000.
- Ensures that all quotes received are fair, equitable and competitive.
- Obtains and reviews W-9's for accuracy and information and enters data into Incode software after approval by Comptroller.
- Answers telephone and respond to employees and vendor/supplier, administration, and public official questions.
- Provides guidance and assistance to all departments on purchase of supplies, materials equipment and services.
- Analyzes, identifies and communicates information regarding purchase orders utilizing out-of-network vendors; identifies, researches and resolves problems relating to purchasing issues.
- Maintains audit trail for payment of expenditures on credit cards, which consists of reconciling travel credit card monthly.
- Monitors receipts and ensures accountability of credit cards users.
- Reviews and process purchase order and contract adjustments.
- Performs the purchase order entry, approval, conversion and print functions.
- Maintains and monitors process for payments through accounts payable.
- Coordinates projects with other procurement.
- Accountable for proper documentation in following local, state, and federal rules and regulations as they pertain to procurement.
- Processes invoices for payment to vendors.
- Reconciles records.
- Inspects invoices, purchase orders, and other relevant documentation to insure accurate and timely payments to vendors.
- Prepares Docket of Claims for approval by governing authority.
- Performs electronic scanning, indexing, and record keeping.
- Assists vendors, City personnel, and other interested parties regarding invoicing and payable issues.
- Responsible for submission and verification of projects to MDA MTAP Agency Bid Bank.
- Other duties as assigned.

Education, Experience & Knowledge:

- A high school graduate or its equivalent.
- Must have at least 1 -2 years previous accounts payable and/or accounts receivable experience, with proficiency in computer software programs.
- General knowledge of principles and methods of computerized and manual financial record keeping is required; knowledge of fund accounting preferred.
- Ability to apply and adapt established budget, fiscal and accounting methods to varied and complex work situations and operating problems.
- Demonstrates ability to coordinate varied tasks, meet deadlines, and successfully complete projects.
- Ability to work with minimum supervision and apply initiative and judgment in resolving problems.
- Ability to organize work, set priorities and meet critical deadlines with little supervision.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.
- Knowledge of “Incode” software, preferred.
- Knowledge of Microsoft Word, Outlook and Excel.

Preferred License & Certification:

Certified public procurement officer, preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Employee

Date

Supervisor

Date