

# CITY OF CHATTANOOGA

## Classification Specification Title: Accounts Payable Specialist 1

<b>Department:</b> Finance	<b>Pay Grade:</b> GS.04
<b>Supervision Received From:</b> Accounts Payable Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Responsibility For:</b> None	<b>Established:</b> 6/29/07
	<b>Revision Dates:</b> 8/27/24; 10/20/23; 1/17/23

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for preparing and/or processing the computerized payment files and paperwork necessary to make payments for goods & services purchased by all Chattanooga City departments, the City's Wastewater Utility, and associated entities such as the Industrial Development Board and the Sports Authority. This position is within the City's Finance Department and is the central Accounts Payable division for the City. All invoices for the City flow through this division prior to payment. Each invoice is verified as to validity within a complex framework that includes verification of preparatory work done by personnel in other departments. This preparatory work includes computerized financial system receipts whereby department personnel certify the receipt of goods and services and is a prerequisite to invoice payment. Works under limited supervision, however the work is completed within standard operating procedures or guidelines.

### SERIES LEVEL:

The Accounts Payable Specialist 1 is the first level of a three-level accounting support series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Receives, reviews, processes and calculates a variety of receipts, billings, invoices, statements, new account information, grant awards, contracts, timecards, purchase orders, vouchers, releases, employee data, payments, fees and/or other related information which may include coding data, entering information into a database, processing transactions and changes, running reports, filing paperwork, and performing other related duties.

Maintain electronic records, as appropriate, of all vendor invoices and statements. Organize files in a manner that highlights (1) invoices ready to pay (waiting on receiving), (2) invoices that need follow-up with the vendor, and (3) invoices that need follow-up with the departments.

Accounts Payable staff must be aware of invoices approaching the 30-day timeline. Accounts payable staff are empowered to reach out to vendors or other departments for corrections, clarification, or to expedite payments as needed.

Maintain a thorough knowledge of departments and vendors to evaluate the validity of the list of POs and Contract Releases. On a continual basis, there are about 5,000 of these in the system comprising \$150-\$200 million of budgetary obligations. Accounts Payable staff are empowered to recommend closure of encumbrances that are determined to be duplicates, over-estimates or

no longer needed for a host of reasons. The encumbrance listing is constructed to assist in the identification of vendors for which there should be invoices which have not yet reached Accounts Payable.

Determine if invoices are ready for payment, based on accuracy and completeness of invoices, adherence to pricing contracts, authorized department approvals, and matching as described above.

Request personnel in other departments to make corrections or modifications to their work if needed and provide instructions and training of the accounts payable processes and procedures. These employees include but are not limited to Accounting Technician 2's at the City's Wastewater Utility, Fiscal Analysts, Executive Assistants, Administrative Support Specialist, Accounting Technician 1 & 2, Fiscal Technician, Inventory Technician, and Administrative Support Assistant 1 & 2.

Monitors departments to ensure correct utilization of City commodities contracts.

Performs a variety of clerical activities in support of daily operations which may include filing, copying, faxing, typing standard documents, preparing, sorting and distributing mail; entering data; routing vendor invoice copies to departments and/or performing other related activities.

Enters a variety of information into applicable databases and/or spreadsheets; reconciles applicable accounts; performs adjustments to correct data entry errors.

Researches and verifies a variety of information related to employees and/or customer accounts; identifies and resolves discrepancies.

Prepares, updates and maintains a variety of financially related correspondence, reports, notices, billings, records, spreadsheets, schedules, payroll data, 1099s, and/or files.

Monitors contract agreements to ensure vendor compliance with commodity price arrangements.

Monitors departmental expenditure patterns with vendors to ensure compliance with City and State purchasing laws.

Monitors the collection of funds due to the City.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of related experience, or training sufficient to successfully perform the essential functions of this job or any combination of equivalent experience and education.

This is a career ladder position. This position will receive an automatic progression to Accounts Payable Specialist 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

**LICENSING AND CERTIFICATIONS:**

None

**KNOWLEDGE AND SKILLS:**

Knowledge of basic accounting principles and bookkeeping practices. Applicable terminology in accounts payable and finance. An understanding of local, state, and federal laws, rules, and regulations related to financial transactions. Knowledge of cash handling procedures; customer service principles; mathematical principles; account research techniques and modern office equipment.

Skill in reconciling accounts; verifying financial transactions, data entry; keyboarding; operating a computer and related software applications. Must be able to handle cash transactions accurately; perform mathematical calculations; identify discrepancies. Responsible for filing, organizing, and maintaining financial records. Must be able to multitask and manage deadlines in a structured environment while providing effective communication with coworkers, vendors and supervisors. This job operates in a professional office environment, meeting and training rooms under generally favorable working conditions.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.