

CITY OF CHATTANOOGA

Classification Specification Title: Accounts Payable Specialist 2

Department: Finance

Pay Grade: GS.05

Supervision Received From: Accounts Payable Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For:

Established: 6/29/07

Revised Dates: 8/27/24;

10/20/23; 4/05/08

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing more complex duties than an Accounts Payable Specialist 1, such as resolving complex payment problems, preparing reports and assisting with the training of new specialists. Responsibilities include the preparation and/or processing of 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. Work closely with the Accounts Payable Supervisor and under limited supervision.

SERIES LEVEL:

The Accounts Payable Specialist 2 is the second 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.)

Provide guidance and training of the accounts payable processes and procedures to junior-level staff and personnel of other departments, including 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.

Troubleshoot and resolve complex payment discrepancies and processing issues.

Set up vendor accounts, maintain vendor records, and handle payment cancellations and re-issues.

Manage check run processing, scheduling, and dissemination.

Ability to void and reissue checks.

Serve as liaison between vendors and internal departments to resolve payment issues.

Process construction payments.

Analyze expenditure patterns to ensure compliance with City and State purchasing laws.

Assist in maintaining financial reports and reconciling accounts for accuracy.

Monitor departmental compliance with commodity contracts and purchasing policies.

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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years of relevant experience, or training sufficient to successfully perform the essential functions of this job.

This is a career ladder position. This position will receive an automatic progression to Accounts Payable Specialist 3 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:

A deeper knowledge of governmental accounting practices and bookkeeping procedures for municipal finance. Ability to apply local, state and federal laws, rules and regulations in more complex situations. Must be able to provide feedback regarding account research and discrepancy resolutions.

Skill in prioritizing tasks, managing multiple responsibilities simultaneously, and delegating work to others. Often responsible for overseeing and guiding Accounts Payable Specialist 1 staff. Must be able to investigate and resolve complex financial discrepancies, reconcile accounts with greater accuracy and efficiency, and handle vendor relations and ensure timely payments. Prepares and analyzes reports, schedules and financial documents related to accounts payable functions.

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.