

# CITY OF CHATTANOOGA

## Classification Specification Title: Accounts Payable Specialist 3

<b>Department:</b> Finance	<b>Pay Grade:</b> GS.06
<b>Supervision Received From:</b> Accounts Payable Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Responsibility For:</b>	<b>Established:</b> 6/29/07
	<b>Revised Dates:</b> 8/27/24; 10/20/23; 4/05/08

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for resolving complex payment issues, assisting with the training of new Specialists, preparing reports and overseeing daily operations under the guidance of the Accounts Payable Supervisor. Other 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 3 is the third 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.)*

Assist the Accounts Payable Supervisor in daily operations, including workflow coordination, and ensuring timely and accurate processing.

Lead and mentor lower-level accounts payable staff, providing technical guidance and training.

Develop and implement policies and procedures to improve efficiency and compliance.

Conduct audits of accounts payable transactions to ensure accuracy, completeness, and compliance with financial regulations.

Processes complex construction payments that include remittance of retainage to a third party (bank).

Leads the coordination and research in the yearly escheatment process and issues stale checks to the state.

Serve as the primary point of contact for high-level vendor disputes and complex financial discrepancies.

Work closely with department heads to improve payment processing workflows and financial controls.

Recommend and implement process improvements, including automation and technology upgrades.

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 four (4) years of related accounting support experience or any combination of equivalent experience and education.

##### LICENSING AND CERTIFICATIONS:

Accounts Payable Certification through the Institute of Finance and Management required.

Valid Driver's License

##### KNOWLEDGE AND SKILLS:

Ability to provide strong guidance and team leader and management strategies. Knowledgeable in advanced procurement and financial record-keeping methods. Knowledge of electronic data processing and automation in accounts payable.

Skilled in leadership and mentoring of lower-level staff, while also evaluating and assigning work to others. Ability to analyze and interpret financial data to management while also implementing process improvements to enhance efficiency. Managing vendor contracts and ensuring compliance with procurement laws. Ability to utilize financial software and databases for workflow optimization.

##### 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.