

CITY OF TAFT, TEXAS
JOB DESCRIPTION

JOB TITLE: Accounts Payable Clerk

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt

REPORTS TO: City Manager or Designee

SUPERVISES: None

EMPLOYMENT STATUS: Full-Time

I. POSITION SUMMARY

Under general supervision, performs accounting, bookkeeping, and administrative duties related to the City's accounts payable operations. Responsibilities include receiving, reviewing, coding, processing, and maintaining invoices and payment records; verifying supporting documentation and authorization; preparing vendor payments; reconciling accounts; and assisting with the maintenance of accurate financial records.

The Accounts Payable Clerk ensures that financial transactions are processed in accordance with established City policies, purchasing procedures, budgetary controls, internal controls, and applicable federal and Texas laws and regulations. The position requires accuracy, organization, confidentiality, and accountability in the handling of public funds.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Accounts Payable Processing

1. Receives, reviews, verifies, and processes vendor invoices, statements, purchase orders, contracts, and other requests for payment.
2. Reviews invoices for accuracy, completeness, mathematical correctness, proper authorization, and adequate supporting documentation.
3. Enters invoices into the City's accounting system and assigns appropriate general ledger, fund, department, and expenditure account codes.
4. Verifies invoice amounts against purchase orders, receiving documentation, contracts, and approved payment requests, as applicable.
5. Prepares payment batches, checks, electronic payments, and other authorized disbursement documents in accordance with City procedures.

6. Identifies duplicate invoices, discrepancies, missing documentation, and unauthorized charges and obtains corrections or approvals before processing.
7. Ensures invoices are processed according to established payment schedules and applicable payment terms.

B. Vendor Relations and Account Reconciliation

1. Responds to inquiries from vendors, contractors, service providers, and City departments regarding invoices and payment status.
2. Reviews vendor statements and reconciles outstanding balances, credits, and payment discrepancies.
3. Contacts vendors and departmental personnel to resolve discrepancies and obtain missing invoices or supporting documentation.
4. Maintains accurate vendor records and supporting documentation in accordance with established procedures.
5. Coordinates vendor information changes through appropriate verification and approval procedures.

C. Municipal Accounting and Financial Records

1. Ensures accounts payable transactions are assigned to the appropriate fund, department, account, and project.
2. Reviews expenditure documentation for compliance with established City purchasing procedures, approval requirements, and budgetary controls.
3. Maintains accurate accounts payable registers, payment histories, invoice files, and related accounting records.
4. Prepares accounts payable reports, payment registers, outstanding invoice listings, and other financial reports as requested.
5. Assists with reconciling accounts payable records to the general ledger and researching discrepancies.
6. Maintains organized electronic and physical records in accordance with City procedures and applicable records retention requirements.

D. Budgetary Controls and Internal Controls

1. Verifies that payment requests have the required approvals and supporting documentation before processing.
2. Refers questions regarding account coding, funding availability, purchasing compliance, or payment authorization to the appropriate supervisor.
3. Follows established procedures for the review, preparation, and release of vendor payments.
4. Maintains appropriate separation of duties and follows internal controls designed to protect City funds and prevent unauthorized disbursements.
5. Reports suspected errors, duplicate payments, irregularities, or potential control weaknesses to the Finance Director or designee.

E. Month-End, Year-End, and Audit Assistance

1. Assists with month-end and year-end accounting procedures related to outstanding invoices and accounts payable balances.
2. Identifies unpaid invoices and outstanding obligations for review and appropriate financial reporting.
3. Provides invoices, payment records, reconciliations, and supporting documentation requested for independent financial audits and other authorized reviews.
4. Assists with maintaining complete records to support the City's financial reporting and accounting requirements.
5. Performs other related accounting and administrative duties as assigned by the Finance Director or designee.

III. MINIMUM QUALIFICATIONS

Education: High school diploma or GED equivalent.

Experience: One (1) year of experience in accounts payable, bookkeeping, accounting, or related financial clerical work preferred. An equivalent combination of education, training, and experience may be considered in accordance with City policy.

IV. PREFERRED QUALIFICATIONS

- Coursework in accounting, bookkeeping, finance, or business administration.
- Experience using computerized accounting systems and financial spreadsheets.
- Experience processing invoices, reconciling vendor statements, and maintaining financial records.
- Previous experience in municipal government or another public-sector accounting environment.
- Familiarity with purchase orders, general ledger coding, budgetary controls, and accounts payable procedures.
- Knowledge of Microsoft Excel and other standard office applications.

V. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic accounting principles, bookkeeping practices, and accounts payable procedures.
- Ability to review invoices and supporting documents for accuracy, completeness, and proper authorization.
- Ability to maintain accurate financial records and reconcile discrepancies.
- Ability to use computerized accounting systems, spreadsheets, calculators, and standard office equipment.
- Ability to follow City policies, purchasing procedures, accounting instructions, and established internal controls.
- Ability to organize work, prioritize assignments, and meet deadlines.
- Ability to communicate effectively and professionally with vendors, City employees, and members of the public.
- Ability to handle confidential financial information with discretion.
- Ability to exercise sound judgment, maintain attention to detail, and demonstrate honesty and integrity in the handling of public funds.

VI. CERTIFICATES AND LICENSES

No specific professional certification is required unless established by City policy. Relevant accounting training or professional development is desirable.

VII. SUPERVISION AND WORKING RELATIONSHIPS

Supervision Received: Works under the general supervision of the City Manager or designee.

Supervision Exercised: None.

Working Relationships: Maintains regular working relationships with Finance Department personnel, other City departments, vendors, contractors, financial institutions, and external auditors as necessary to perform assigned duties.

VIII. PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in an office environment and involves prolonged periods of sitting, computer use, data entry, reviewing financial documents, and communicating with others. Occasional lifting or moving of files and office supplies may be required.

Reasonable accommodations will be considered in accordance with applicable law.

IX. FLSA CLASSIFICATION

Proposed Classification: Non-Exempt.

The City's Human Resources Department will determine the final Fair Labor Standards Act classification based on the actual duties of the position and applicable legal requirements.

X. PERFORMANCE STANDARDS

Performance will be evaluated based on the employee's ability to:

1. Process invoices and payments accurately and within established deadlines.
2. Ensure payment requests have appropriate approvals and supporting documentation.
3. Apply accurate fund, department, project, and general ledger coding.
4. Maintain complete and reliable financial records.
5. Reconcile vendor accounts and resolve discrepancies promptly.
6. Comply with City policies, purchasing procedures, and internal controls.

7. Protect public funds and maintain appropriate financial accountability.
8. Provide professional and timely service to City departments and vendors.
9. Support timely month-end and year-end closing and audit activities.
10. Demonstrate reliability, integrity, attention to detail, and professional conduct.

XI. EQUAL EMPLOYMENT OPPORTUNITY

The City of Taft is an equal opportunity employer and complies with applicable federal and Texas employment laws. Reasonable accommodations will be considered for qualified individuals with disabilities in accordance with applicable law.

XII. DISCLAIMER

This job description describes the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties and responsibilities. The City of Taft reserves the right to modify job duties and assignments based on operational needs, applicable policies, and law.

XIII. APPROVAL AND ACKNOWLEDGMENT

Department Head: _____

Signature: _____

Date: _____

Employee Acknowledgment: _____

Date: _____