

CITY OF LAUREL

POSITION DESCRIPTION

City of Laurel	Job Description
Job Description Title: Accounts Payable Clerk	FLSA Status: Non-Exempt / Non-Union
Accountable To: City Mayor and Clerk-Treasurer	Position Status: Regular Full-Time

Job Summary:

Under general direction of the City Mayor and the Clerk-Treasurer, this position performs work of some complexity, involving substantial repetitive processes requiring interpretive judgment within established standards and procedures regarding the City's accounts payable.

Work varies somewhat, requiring judgment within prescribed statutory or ordinance standards and procedures.

Scope of Responsibility:

This position reports directly to the Clerk-Treasurer.

Essential Duties and Responsibilities:

1. Prepares, posts and prints bi-monthly payables, scan payables
2. Maintain Vendor W9's
3. Balances the claim detail reports monthly
4. Conducts inventory of City's fixed assets
5. Assists front office area, Water Clerk, Deputy Clerk-Treasurer, as needed
6. Responds to counter and telephone inquiries
7. Assists with annual audit
8. Performs routine office duties (filing, sorting, and alphabetizing, ordering supplies)
9. Routes incoming and outgoing mail
10. Indexes, organizes and files claims, receipts, invoices and other accounts payable documents
11. Provides information to the public and receives telephone calls and waits on customers
12. Business Licenses: Maintain all business Licenses, maintains business license program, and issues, sends out delinquent and renewal notices.
13. Cemetery: Selling cemetery lots, prepare deeds, and maintain cemetery records.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are a representation of the minimum knowledge, skills, and abilities required.

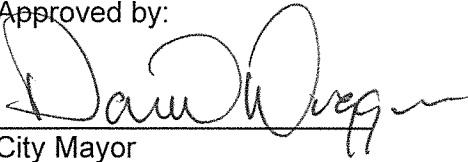
- Computer knowledge and skills are required to perform bookkeeping tasks

- Accounting knowledge essential for account reconciliation, fund accounting, preparation of deposits and accounts payable
- Ability to communicate with the public both orally and in writing
- Must be able to change tasks rapidly and respond to a variety of questions
- Four (4) years of accounting experience or its equivalent
- Graduation from high school or its equivalent

Physical Demands & Working Conditions:

The position requires the ability to communicate orally and in writing. Duties require some limited physical movement of lifting up to 30 pounds (greater with assistance), bending, prolonged sitting, and stooping; work is performed in an office and is controllable; must possess a valid Montana Driver's license. Work conditions require high attention to detail and frequent deadlines with frequent interruptions.

Approved by:

A handwritten signature in black ink, appearing to read "Dan Oregan", written over a horizontal line.

City Mayor