

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



ACCOUNTS PAYABLE CLERK
Pay Grade 31 (\$41,423-\$49,316)
United Steelworker Union Local 15509

Under the general supervision of the Controller and direct supervision of the Senior Accountant who assigns and reviews work. The work involves bill payment, file keeping, vendor maintenance and related tasks. Accepts and processes purchase orders and invoices from other city departments/divisions for payment. Answers frequent telephone requests for detailed information regarding procedures and payments in process. Researches and prepares reports on payments. Enters data using the City's current ERP system. Takes the lead in maintain accounts which includes ascertaining that payments are in order and properly coded for posting, conferring with representatives of other departments regarding discrepancies. Performs clerical work in support of the Controller's Office. Performs related work as required.

Responsibilities: Performs a variety of clerical tasks in support of accounts payable, the following list is intended to be representative and is not inclusive:

- Receives, sorts and routes mail.
- Review invoices for errors and confirmation of the City's policies.
- Enters invoices, prints and mails checks.
- Finds and corrects errors.
- Files and maintains all paid invoices.
- Research statements, following up on outstanding invoices and delinquent accounts.
- Opens new vendor accounts, maintains W9's and processes 1099's at year-end.
- Greets or helps visitors coming to the Controllers department.
- Answers phone and e-mails regarding a/p requests.
- Sets up and maintains office files. Searches for information as requested.

Abilities, Knowledge and Skills:

Must have accurate data entry; strong attention to detail; knowledge of accounting terminology; ability to understand and follow detailed instruction; ability to deal effectively with others; ability to operate common office equipment; ability to work with figures; proficient in Excel; ability to handle telephone requests.

Minimum Qualifications:

High school diploma or equivalency; three years' experience doing accounts payable in a computerized environment is preferred; ability to work quickly and accurately with figures; ability to deal calmly and effectively with others, especially the public; experienced and qualified in the use of computers and various computer operating systems (i.e., Office, Excel, Access) to record and manipulate data and to produce reports. Able to perform accurate, error free computer data entry; general office and clerical skills including typing and word processing required; or, any equivalent combination of experience and training.

EXAMINATION WEIGHT

100% Oral

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than September 14, 2022, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 08/31/2022