

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



ACCOUNTS PAYABLE CLERK

Steelworkers Affiliation

Pay Grade 31 Starting Salary \$42,679

Union Local 15509

Job Description: Under the general supervision of the Controller and direct supervision of the Senior Accountant who assigns and reviews work, the Accounts Payable Clerk performs a variety of tasks related to the functions of the Office of the Controller such as maintaining files and records, processing bill payments, and recording information in the City's ERP system. The Accounts Payable Clerk collaborates with members of the Office of the Controller, other departments, and outside vendors using telephone and email communications, and performs related work as required.

General Responsibilities: The Accounts Payable Clerk performs a variety of clerical tasks in the Office of the Controller, including, but not limited to:

- Processing bill payments.
- Maintaining files.
- Recording and filing vendor correspondences and invoices.
- Receipt and processing of purchase orders and invoices from other city departments.
- Responding to requests for detailed information regarding procedures and payments in process via telephone and email.
- Researching and preparing reports on payments.
- Entering data using the City's current ERP system.
- Maintaining accounts (ascertaining that payments are in order and properly coded for posting, conferring with representatives of other departments).
- Receiving, sorting, and routing mail.
- Reviewing invoices for errors and confirmation of the City's policies.
- Processing invoices, printing, and mailing checks.
- Following up on outstanding invoices and delinquent accounts.
- Opening new vendor accounts, maintaining, and processing W9 and 1099 forms.
- Greeting visitors to the Office of the Controller.

Desirable Abilities, Knowledge, and Skills:

- Ability to record data accurately.
- Strong attention to detail.
- Strong organizational skills.
- Knowledge of accounting terminology and practices.
- Ability to understand and follow detailed instructions.
- Ability to collaborate effectively with others.
- Ability to operate common office equipment.
- Proficiency in productivity software such as Microsoft Excel and Word.
- Experience using an ERP system for the processing and maintenance of financial accounts.
- Outstanding oral and written communication, and interpersonal skills.
- Strong math skills.

Minimum Qualifications:

- High school diploma or equivalency.
- Three years' experience working in accounts payable in a computerized environment, or an 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 November 14, 2023, 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 11/01/2023