



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Accounts Payable Clerk  
**REPORTS TO:** General Accounting Manager

**STATUS:** Non-exempt / Union - IBEW  
**RANGE:** Contract

**POSITION SUMMARY:** The Accounts Payable Clerk is able to perform all phases of the accounts payable cycle. Participates in analyzing certain general ledger sub-system accounts, such as accounts payable. Participates in central accounting functions such as preparing accounts payable adjusting journal entries, fiscal year closing adjustments and documents for auditors. Participates in the preparation of accounts payable schedules and other statistical and financial reports. Performs other duties as assigned.

#### **MAJOR RESONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Assists in analyzing accounts payable general ledger sub-system account.
5. Prepares accounts payable schedules and other statistical and financial reports.
6. Prepares accounts payable adjusting journal entries, fiscal year closing adjustments and documents for auditors.
7. Examines, reconciles, balances and adjusts accounts payable records.
8. Prepares and submits accounting information for review and for input of data into computer.
9. Reviews accounts payable transactions for accuracy and completeness.
10. Maintains financial security by following internal controls.
11. Prepares payments by verifying documentation, approvals and requesting disbursements.
12. Prepares special financial reports by collecting and summarizing accounts payable information.
13. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
14. Maintains and updates the current accounts payable procedures as needed.

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15. Assists the Accountant Technician with the semi-monthly payroll process by entering timesheets into the system as needed.
16. Processes accounts payable by entering vouchers, issuing checks each day for the General Accounting Manager's review. Attaches copies of check stubs to the vouchers to match what was paid on the checks.
17. Maintains inventory and stocking of office supplies at the annex building and the MIS Office supplies cabinet; includes conducting inventories, placing and receiving orders and stocking the shelves.
18. Prepares reports by summarizing accounts payable information for Board Reports and special reports upon request.
19. Resolves accounts payable discrepancies by collecting and analyzing information.
20. Provides accounts payable information to internal and external customers as needed

### ***Marginal Functions***

None

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

### **OTHERS SUPERVISED**

- None

## **MINIMUM QUALIFICATIONS**

### ***Experience***

- Two-years recent accounts payable experience

### ***Knowledge, Skills & Abilities***

- Demonstrated knowledge of accounts payable practices and principles
- Ability to effectively share and gather information from team members in order to complete tasks and assignments
- Ability to accomplish essential functions accurately and timely
- Ability to follow current accounting policies and procedures as well as identify and recommend any needed changes
- Ability to keep a clean and orderly Accounting/IT vault.
- Maintains employee and customer confidence; keeps accounting information confidential
- Ability to work independently with moderate supervision
- Use and interpret accounts payable data
- Operate 10-key calculator by touch and with accuracy
- Excellent teamwork and interpersonal skills
- Communicate effectively orally and in writing
- Meticulous organizational skills
- Attention to detail
- Demonstrated proficiency in Microsoft Office Excel and Word and Adobe Acrobat software

### ***Education:***

- High school diploma or equivalent

## **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Thinks and reacts quickly, calmly and professionally in stressful situations.
- **VISION**

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**Far visual acuity:** Sees adequately to drive a vehicle.

**Near visual acuity:** Reads small print on correspondence, reports, computer screens, labels, numerous other written documents and computer screen.

**Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.

**Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.

- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds – seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and keyboards data, uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printers.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, calculator, copier, fax, typewriter and other office equipment.