ACCOUNTS PAYABLE BOOKKEEPER

Under the supervision of the Finance Director, the Accounts Payable Bookkeeper performs responsible bookkeeping and administrative accounting duties related primarily to the City's accounts payable and payment processing functions. The position reviews, processes, records, and maintains financial transactions and supporting documentation in accordance with City policies, purchasing procedures, internal controls, and applicable laws and regulations.

The position works closely with City departments, vendors, and Finance staff to ensure invoices and payments are accurate, properly authorized, appropriately coded, and processed timely. The position also assists with reconciliations, budget and accounting functions, audits, year-end activities, vendor maintenance, and other Finance Department duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable and Payment Processing

- Receives, reviews, and processes invoices, payment requests, purchase orders, receiving documentation, contracts, and related supporting records for completeness, accuracy, proper approvals, and compliance with City procedures.
- Enters invoices and payment transactions into the City's financial management system and verifies appropriate account and budget coding.
- Prepares checks, ACH payments, and other authorized vendor payments in accordance with established procedures and required approvals.
- Verifies vendor information, including required tax and federal identification documentation, and assists with vendor setup and maintenance.
- Reviews vendor statements and reconciles accounts to identify outstanding invoices, credits, duplicate payments, or discrepancies.
- Researches and resolves invoice, purchase order, contract, vendor, and payment discrepancies by communicating with vendors and City departments.
- Processes authorized purchase order amendments, stop-payment requests, payment adjustments, and related documentation.
- Monitors payment due dates and assists in ensuring valid obligations are paid timely.
- Maintains complete and organized accounts payable records and supporting documentation.

Bookkeeping, Accounting, and Budget Support

- Performs routine reconciliations and compares system reports to supporting documentation and account balances.
- Assists with month-end and year-end closing activities and preparation of accounting schedules and reports.
- Assists with accounts receivable, cash receipts, deposits, reconciliations, and other Finance functions as assigned.

Audit and Financial Reporting Support

- Assists the Finance Director and Accountants with the annual financial audit and other financial reviews.
- Assists with year-end financial reporting and closing procedures.
- Maintains accurate and accessible records to support financial reporting, audit, and management requirements.

General Responsibilities

- Protects confidential financial, vendor, employee, and organizational information.
- Maintains knowledge of City accounting, purchasing, and financial policies and procedures.
- Participates in training and professional development activities to maintain job knowledge.
- Provides professional and courteous customer service to vendors, employees, departments, and the public.
- Performs other related duties as assigned by the Finance Director

KNOWLEDGE, SKILLS, AND ABALITIES

- Basic bookkeeping and accounting principles and practices.
- Account and vendor reconciliation procedures.
- Records management and document-retention practices.
- Microsoft Office applications, including Excel and Word.
- Review invoices and supporting documentation for accuracy and completeness, perform reconciliations, identify and research errors, discrepancies, and missing documentation.
- Maintain organized and accurate financial records.
- Use computerized accounting and financial management systems effectively.
- Communicate clearly and professionally, both verbally and in writing.
- Maintain confidentiality of sensitive information.
- Prioritize multiple assignments and meet established deadlines.
- Work independently while recognizing matters requiring supervisory review.
- Maintain attention to detail in a high-volume work environment.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
- Three (3) years of experience in accounts payable, bookkeeping, accounting, or a closely related field.
- Municipal or governmental accounting experience preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Must possess the mobility to work in a standard office environment and operate standard office equipment, including a computer, telephone, scanner, copier, and other office equipment. Must be able to sit, stand, walk, bend, reach, and maintain attention to detail for extended periods. Must be able to read printed materials and computer screens and communicate effectively in person, by telephone, and electronically.

Occasionally required to lift and carry files, boxes, or other materials weighing up to approximately 10 pounds. Work is primarily performed in an office environment and may involve frequent interruptions, deadlines, and periods of increased workload during month-end, year-end, budget preparation, and annual audit activities.

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.