



## Job Description

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**Position Title:** Accounting Clerk II, Accounts Payable  
**Classification:** Membership Services II  
**Department:** Administrative Services  
**Prepared Date:** March 27, 2019

**Employment Status:** At-Will  
**Position Reports To:** Assistant Director, Administrative Services, Accounting  
**Positions Supervised:** None  
**Overtime Status:** Non-Exempt

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### Position Purpose

- Under the direction of the Assistant Director of Administrative Services, Accounting, the League's Accounts Payable Clerk performs all day-to-day duties and tasks required to fulfill the League's accounts payable function.
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### Essential Functions and Responsibilities

Process bills from League vendors, suppliers, and contractors:

- Verify accurate expense/accounting codes
- Verify management approval of bills
- Prepare and monitor Aged payables reports
- Print checks and/or pay electronically
- Obtain check signatures
- Scan original documents for electronic files
- Process expense report reimbursements for League staff and board members
- Assist in implementation and processes of expense reimbursement system
- Maintain control of League credit cards and petty cash
- Prepare journal entries as needed
- Reconcile bank accounts and other GL accounts
- Troubleshoot, research and report problems and irregularities
- Maintain records/history
- Prepare reports for the League's operational departments
- Prepare reports to support periodic FPPC filings
- Communicate effectively with League staff, vendors, and contractors regarding the processing of bills and assigning of proper GL codes
- Provide excellent and timely customer service
- Maintain complete confidentiality
- Perform other duties as assigned

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## Job Qualifications

### Knowledge/Skills:

- Fundamental accounting/bookkeeping principals, including how Balance Sheet interacts with Income Statement
- Financial record keeping and audit preparation
- QuickBooks (A/R, A/P, JEs, item codes, classes, sales tax codes, sales tax returns, credit card transactions, bank reconciliations, and creation of custom reports
- Microsoft Excel and the Office suite of desktop software
- How to navigate a computer network using Windows Explorer
- Customer Services skills, including diplomacy

### Ability to:

- 10-key by touch
- Type a minimum of 50 wpm
- Attention to detail
- Operate a full range of office automation equipment and software.
- Accurately and quickly perform basic arithmetic
- Manage conflicting demands on time and multiple tasks involving multiple co-workers
- Sustain a positive, "can-do" attitude
- Independently organize and prioritize projects and workload
- Be self-supervising and independently follow through on necessary tasks
- Effectively manage time and meet deadlines; maintain and exhibit flexibility
- Function as a team member
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Understand and carry out both verbal and written directions in an independent manner
- Interpret and apply League policies, procedures, rules, and regulations
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing
- Represent the Organization to members and other outsiders as required
- Maintain confidentiality

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## Experience, Education and Training

Any combination equivalent to experience and education that could provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- Two or more years of experience, performing standard accounts payable or accounts receivable duties of a nature comparable to those performed by the League.
  - A bachelor's degree from an accredited college or university with major work in accounting, finance or related field is preferred.
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## **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

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## **Equipment Used**

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Folder/Pressure sealer	Current office applications	Credit card terminal

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