CITY OF ONTARIO

CLASS CODE 0214 GROUP 1
DEPARTMENT REVIEW [signature] DATE 9-24-98
PERSONNEL APPROVAL [signature] 10/1/98
EFFECTIVE DATE
SUPERSEDES N/A

ACCOUNTS PAYABLE TECHNICIAN

DEFINITION

This is highly responsible and confidential work of an accounting nature. Under general supervision of a professional accountant, this position is responsible for performing a variety of general accounting and fiscal activities of an accounts payable nature. May oversee the work of subordinate accounting personnel when assigned. Work is performed with latitude for independent action within generally prescribed procedures and is reviewed for overall effectiveness.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversees and coordinates all accounts payable functions such as processing purchase orders and claims for payment in accordance with City policies and procedures; monitors blanket purchase orders; reconciling vendor statements; maintaining vendor listings; monitoring purchase order limits; monitoring travel advances and travel expense reports; and preparing year end accounts payable accruals. This position also oversees accounts payable input, processing of blanket purchase orders and City utility payments being performed by other department personnel.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum:

Graduation from high school or equivalent; three (3) years recent experience in a municipal accounts payable environment with a medium to large agency.

Knowledge:

Considerable knowledge of budgets and chart of accounts as they relate to the accounts payable function; modern office practices and procedures; and standard office and computer equipment.

Continued

Ability to:

Ability to process accounts payable transactions in accordance with generally accepted accounting principles; make complex and varied mathematical computations rapidly and accurately; understand and carry out complex oral and written instructions; oversee the activities of accounting clerk personnel when necessary; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Associate degree in accounting or equivalent experience.