LEAD ACCOUNTS PAYABLE SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Lead Accounts Payable Specialist exists is to process check requisitions and purchase order invoices; and to provide a wide variety of specialized lead worker responsibilities for the Account Clerks; consisting of distributing work, training, schedule coordination and providing lead customer service decisions for more complex issues in the Accounts Payable Department. This classification is not supervisory. Work is performed under general supervision by the Payables Manager. The Lead Accounts Payable Specialist is distinguished from the Sr. Account Clerk by the responsibility for lead work.

ESSENTIAL FUNCTIONS

Verifies approvals and adequacy of written supporting documentation; assigning vendor numbers; utilizes system tables and codes effectively.

Batch, key and verify all purchase orders; check requisitions, and authorized employee payroll changes; distribute checks and reports; reconciles cash register tapes and prepares bank deposits; prepares documents for off-site storage; organizes and maintains on-site files.

Opens, sorts and distributes mail; visually verifies and reviews materials for the highest level of quality.

Provides lead accounts payable decisions related to more complex issues with vendors, invoice issues, and other City departments.

Assists all team members accomplish goals of the unit.

Trains all new employees and assists with training on new policies, procedures, and system updates.

Acts as liaison with Systems Integrators troubleshooting Accounts Payable technical issues.

Ensures equitable distribution of work to Account Clerks.

Maintains calendars and schedules for AP team.

Becomes acting manager when Payables Manager is out of the office.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Accounting principals and procedures
Accounting systems and software
Accounts Payable policies and procedures

Ability to:
Provide lead supervision to subordinate AP staff including assigning work, reviewing work for accuracy and completeness, and answering questions concerning work procedures and day-to-day problems.
Operate a variety of standard office equipment including a cash register, computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
Make relatively complex arithmetic computations and prepare statistical summaries.
Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.
Lift and carry storage files and computer reports weighing up to 20 pounds.
Establish ad maintain effective working relationships with City employees at all levels.
Communicate effectively (verbally and in writing) with all levels of City staff and the public.
Maintain regular consistent attendance and punctuality.

Education & Experience
Any combination of training, education, and experience equivalent to two years of college level course work in accounting, or a related field and two years experience in accounts payable, with one year as a lead worker.

FLSA Status: Non-exempt HR Ordinance Status: Classified