

City of Rapid City

Job Description

Job Title	Accounts Payable Coordinator		
Job Code:	APCO	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	3/22/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for providing accounts payable support for all City departments.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains accounting ledgers, journals, and registers of city disbursements.
- Reviews account payable documents for compliance with state and local laws and City Council authorization.
- Ensures all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices.
- Enters data into computer, verifying and editing entries.
- Approves requisitions for all City departments for accuracy of budgets charged and verifies organization and object codes which includes purchase order number assignment.
- Posts accounts payable invoice batches.
- Prepares bill list for the City Council and other governing boards for review and approval.
- Maintains construction and consultant contract spreadsheets for approved funding authorization.
- Processes end-of-month transactions.
- Issues approved warrants.
- Other duties as assigned.

Qualifications:

Education and/or Experience:

Bachelor's degree in Accounting or directly related field from an accredited institution and two (2) years directly related A/P and/or bookkeeping experience in a professional setting; or Associate's degree in Accounting or directly related field and four (4) years' experience. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Other Skills: in order to be successful, the incumbent should also possess:

- Ability to perform various administrative tasks.
- Alpha Numeric data entry at 100 kpm net of error, 10-key data entry at 134 kpm, net of error.
- Ability to read and comprehend simple instructions.
- Ability to effectively present information in one-on-one situations to customers (internal and external).
- Ability to apply common sense understanding to carry out written and verbal instructions.

- Ability to deal with problems involving several concrete variables in standardized situations.

Working Conditions:

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

Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to sit; use hands; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.