City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounts Payable Clerk I, II, III</th>
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</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>APC1, APC2, APC3</td>
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<tr>
<td>Pay Grade:</td>
<td>AC01, AC02, AC03</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<tr>
<td>Date Revised:</td>
<td>6/8/2021</td>
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General Summary: The Accounts Payable Clerks are responsible for maintaining financial records, assisting with the general operation, and providing accounts payable support to 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.

Finance Accounts Payable Clerk I:

- Enters invoices into accounting system; scans and attaches documentation into accounting system; checks for accuracy of amount to be paid and required documentation.
- Answers vendor inquiries; balances vendor statements; and analyzes vendor accounts.
- Assists internal and external customers regarding accounts payable.
- Assists in the preparation of all bills for the City Council meetings and board meetings by balancing all invoices.
- Maintains all accounts payable files.

Finance Accounts Payable Clerk II:

In addition to those of the Finance Accounts Payable Clerk I:

- Maintains spreadsheets of all city utility accounts.
- Processes more complex accounts with limited supervision.

Finance Accounts Payable Clerk III:

In addition to those of the Finance Accounts Payable Clerk I and II:

- Approves requisitions for all City departments for accuracy of budgets charged and verifies organization and object codes which includes purchase order number assignment
- Processes end-of-month transactions and more complex transactions with limited supervision

Serves as backup in the absence of the Accounts Payable Coordinator for posting of accounts payable batches, preparing bill list, and issuing approved disbursements

Qualifications:

Accounts Payable Clerk I: High school diploma or general education degree (GED) and two years related experience in accounting.

Accounts Payable Clerk II: Associate’s degree in accounting, business or related field and one-year related experience in accounting; or one-year certificate from college or technical school in accounting, business
or related field and two years related experience in accounting; or an equivalent combination of related education and experience.

**Accounts Payable Clerk III**: Associate’s degree or equivalent in accounting and four years related experience in accounts payable; or an equivalent combination of related education and experience.

**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.*

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. Specific vision abilities required by this job include close vision.

**Other Skills and Abilities:**

Possess the ability to perform various administrative tasks including alpha numeric data entry at 100 kpm net of error, 10-key data entry at 134 kpm, net of error, and typing at 35 wpm net of error.