City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounts Payable Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>APCO</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>AF14</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>12/22/2020</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**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.
- 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.

**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; or equivalent combination of education and experience that may be deemed acceptable to the hiring manager.

**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.

**Other Skills and Abilities**

Demonstrated knowledge of advanced bookkeeping practices and procedures. Ability to interpret and apply laws and regulations pertaining to the financial records maintained. Ability to perform various administrative tasks including alpha numeric data entry at 100 kpm net of error; and 10-key data entry at 134 kpm net of error.