City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounts Receivable/Accounts Payable Clerk I, II, III</th>
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</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>ARC1, ARC2, 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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<td>Date Revised:</td>
<td>12/22/2020</td>
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**General Summary:** The AR/AP Clerks are responsible for maintaining financial records, assisting with the general operation, and providing accounts receivable and 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.

**Accounts Receivable Clerk I and II:**

- Balances payments and/or department reports to maintain appropriate account ledgers.
- Inputs data, creates reports, assists customers, and accepts payments.
- Reconciles accounts, parking tickets, night deposits; maintains various databases.
- Prepares purchase requests for employee benefits and utility.
- Maintains fixed asset database and listing of surplus property for sale at the annual City auction.
- Performs other accounts receivable tasks as assigned.

**Accounts Payable Clerk I, II, III:**

- Enters invoices; 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; maintain all accounts payable files.
- Balances invoices in the preparation for City Council meetings and board meetings.
- Maintains accounts payable files.
- Maintains various spreadsheets and databases.
- **Accounts Payable Clerk III:** Audits requisitions for accuracy, processes end-of month transactions and may serve as a backup to the Accounts Payable Coordinator.

**Qualifications:**

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

**Accounts Receivable/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.