

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Accounts Payable Coordinator		
<b>Job Code:</b>	PR3023	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	04/04/2019
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general supervision, coordinates, oversees, assigns, reviews and participates in the work of employees within the Corporate Accounts Payable Section of the Financial Management Services Department and serves as the subject matter expert for City departments.

### ESSENTIAL DUTIES & 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.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations; depending on assignment.
2. Performs all tasks related to Accounts Payable in an accurate and timely fashion.
3. Reviews and processes vendor invoices and requests for disbursement for accuracy, general ledger coding, proper documentation and levels of approval, and compliance to policies. Monitors due dates to ensure timely payment.
4. Researches and reviews 1099 vendor monthly payments. Processes and performs 1099 and 1099-S reporting; reviews and verifies W-9s; participates in new vendor setup and ensures information accuracy and proper coding.
5. Prepares and maintains Accounts Payable Vendor Files. Researches, maintains, and distributes escheatment files for outstanding accounts payable and payroll printed checks.
6. Identifies and implements improvements to systems, processes and controls, and more effective use of technology to improve City accounts payable services. Participates in processes for accounts payable and general ledger system changes and upgrades.
7. Mentors, trains and serves as accounts payable liaison to City Departments. Serves as subject matter accounts payable expert and participates in processes for accounts

payable system upgrades. Creates job aids to ensure consistent accounts payable processes within City Departments.

8. Provides problem resolution assistance to vendors and internal customers with tact and diplomacy.
9. Performs duties and supports special projects and process improvement initiatives as directed and requested by management.
10. Follows up with requests from other departments and auditors for information and reports.
11. Provides backup support for Payroll Coordinator as needed.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles of supervision, training and performance evaluation.
  - Operations, services and activities of automated accounting and accounts payable systems and software programs.
  - General personnel and accounts payable policies and procedures.
  - Basic mathematical principles.
  - Principles of municipal budget preparation and control.
  - Pertinent Federal, State, and local laws, codes and regulations.
  - City's PeopleSoft Accounts Payable System.
  - City policies and procedures, departmental general orders and meet and confer contract.
- **Skill in:**
  - Organization and time management.
  - Prioritization.
  - Interpersonal relations.
  - Customer service.
  - Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, organize and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Research and resolve complex accounts payable issues.
  - Work with internal and external customers.
  - Perform basic mathematical calculations.
  - Prepare clear and concise reports.
  - Operate computerized equipment including various software programs.

- Interpret and explain City policies and procedures.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college or university with major course work in business, finance, accounting or a related field and four (4) years of experience in accounts payable operations.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.