



CLASS TITLE | ACCOUNTS PAYABLE CLERK

PAY GRADE: OT-18 | www.cityoftulsa.org/pay

Class Code: 6521

Effective Date: 12/06/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible functions involving payment of City of Tulsa financial obligations to ensure accurate and timely processing of invoices; answer questions and inquiries from departments, employees, vendors, and contractors; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Audits invoices for accuracy and compliance with Accounts Payable (A/P) policies and procedures and performs data entry and batch release into workflow approval for a high volume of invoices
- Imports risk envision file for payment
- Process check run including printing checks, creating Electronic Fund Transfer (EFT) files for the bank, posting cash disbursements journal, creating positive pay files, and maintaining the check register
- Monitor recurring invoices that are weekly, monthly, and quarterly
- Support Vendors and Departments by answering phone calls and emails
- Communicate with Vendors and Departments about discrepant invoices in order to resolve pending issues
- Financial System testing and troubleshooting
- Provides leadership and direction for Departments through education of A/P policies and procedures to ensure compliance and consistency
- Reconcile A/P Control and A/P Retainage Accounts as assigned
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Three (3) years of experience relevant to the essential tasks listed in this job description, bookkeeping or related clerical work; **or,**
- (c) Associate degree/certificate in accounting, bookkeeping, finance, or business administration

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of basic accounting principles, methods, and practices
- Good knowledge of City of Tulsa Policies and Procedures
- Good knowledge of modern office methods and procedures
- Knowledge of word processing and database software packages

Ability to:

- Operate standard office machines
- Work independently
- Work under pressure



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- Understand and follow instructions and also recommend solutions in regard to A/P issues
- Make mathematical calculations with speed and accuracy
- Identify errors in mathematical computations and data entered on forms
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:

- The operation of personal computers and/or word processors

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires the use of telephone and other office equipment.

PAY INCREASE OPPORTUNITIES

Employees requesting proficiency increases must not be on a City Performance Improvement Plan at the time of the request.

1st Proficiency Increase

An increase to the next step within the OT-18 pay grade will be awarded to any Accounts Payable Clerk who has six (6) months experience as an Accounts Payable Clerk and who successfully:

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalog in Communications and Interpersonal Skills, Business Leadership Skills or equivalent, not previously submitted, as approved by management; and,
- Completes two (2) course credits from the internal City of Tulsa Development Training Course Catalog in Financial Principles or equivalent, not previously submitted as approved by management; and,
- Takes an active role to update and document unwritten accounts payable standard operating procedures, as approved by management

2nd Proficiency Increase

An increase to the next step within the OT-18 pay grade will be awarded to any Accounts Payable Clerk who has twelve (12) months experience as an Accounts Payable Clerk and who successfully:

- Completes two (2) course credits from the internal City of Tulsa Development Training Course Catalog in Communications and Interpersonal Skills, Business Leadership Skills or equivalent, not previously submitted, as approved by management; and,
- Completes two (2) course credits from the internal City of Tulsa Development Training Course Catalog in Financial Principles or equivalent, not previously submitted, as approved by management; and,
- Prepare and present Accounts Payable training to Departments as approved by management



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3rd Proficiency Increase

An increase to the next step within the OT-18 pay grade will be awarded to any Accounts Payable Clerk who has eighteen (18) months experience as an Accounts Payable Clerk and who successfully:

- Completes two (2) course credits of an internal City of Tulsa Development Training Course Catalog in Communications and Interpersonal Skill, Business Leadership Skills or equivalent, not previously submitted, as approved by management; and,
- Completes three (3) course credits from the internal City of Tulsa Development Training Course Catalog in Financial Principles or equivalent, not previously submitted, as approved by management; and,
- Completion of Human Centered Design Training or Lean/Six Sigma Green Belt Training and demonstration of learned methodology through completion of a project related to the City of Tulsa's financial processes, not previously submitted, as approved by management

EEO Code: N-06

Group: Clerical and Administrative

Series: Clerical