



CITY OF CHARLOTTESVILLE
invites applications for the position of:

Account Clerk III – AP/AR Specialist

An Equal Opportunity Employer

Applications are only accepted online at www.charlottesville.org/jobs.

CLOSING DATE: 12/08/17 05:00 PM

**GENERAL
SUMMARY:**

The starting hiring range is \$15.50 to \$20.60 hourly.

Performs a variety of accounting and technical functions by completing the supply chain, accounting for payments to vendors, as well as receivables from customers. Payables and receivables are regularly investigated by auditors, City staff, and the general public.

Performs difficult clerical and responsible technical work involving the preparation and maintenance of fiscal or related records; does related work as required. Work is performed under regular supervision. Supervision maybe exercised over subordinate account clerks.

**ESSENTIAL
RESPONSIBILITIES
AND DUTIES:**

Accounts Payable:

- Prepare and analyze all incoming invoice receipts from Purchase Orders for three-way matching, accuracy and compliance with City policy. This involves comparison to the goods receipt to the parked invoice receipt as entered by City personnel. Identify and resolve complex discrepancies with departments and vendors and compare with GR/IR Clearing Report. Reconcile vendor statements and resolve discrepancies by communicating with vendors and/or City personnel so that accounts are kept accurate and current.
- Make sure all new vendors master data are correctly set up in the financial system. Obtain required W-9 forms as needed from each vendor prior to any payments made. Vendor information is verified with the Internal Revenue Service (IRS) matching website. Ensure that 1099-MISC and 1099-INT forms are sent to vendors annually as required by the IRS.
- Post invoices and manual check requests, documenting voucher numbers for each posted document within posting deadlines. Balance and execute weekly check run, match remittance with each check and mail. Post wired payments and clear vendor ledger. Daily reconcile and resolve any general ledger discrepancies noted. File accounts payable vouchers as produced and archive records per City regulations. Maintain documentation of payments for audits and grant reimbursements.
- Review payments processed and note any need for payments to be voided and/or reissued. Obtain documentation supporting void checks and provide a copy of voided check register and supporting documentation to the City Treasurer's Office. If checks remained un-cashed, then the information is sent to the Virginia Unclaimed Property Division, and the vendor's open item(s) is cleared from the system.
- Provide excellent customer service to vendors, and City personnel. Assist 85 City decentralized buyers with technical and reconciling issues either by e-mail, telephone, or in person. Address any vendor inquiries as needed to address past payments or any outstanding invoices or unpaid statements.
- Annually participate in financial system upgrades and fixes. Test and document results after upgrades have been installed to ensure that the system is functioning properly and as expected. Ensures that all account information is accurate, and no processing issues occur.

Accounts Receivable:

- Handle non-routine billing that is not processed through other City departments. Examples include billing to other government agencies and retailers.
- Establish customer master data in the financial system, following proper accounting procedures. Create contract account for retailers who resell City trash stickers. Delivers trash stickers to retailers.
- Generates receivable invoices that are not automatically produced in other City systems. Monitor outstanding invoices and attempt to collect when past due.
- Post payments by customers when received and reconciles customer account. Research any unidentified payments address with staff when issues arise. Ensure that all accounts are maintained in an accurate and timely manner.
- Provide excellent customer service by addressing invoicing questions by City staff and customers.

Performs related tasks as required.

**EDUCATION,
EXPERIENCE AND
SKILLS:**

Minimum Qualifications:

- Requires an Associate’s Degree in Business Administration OR any combination of education and experience equivalent to graduation from high school supplemented by college level courses in accounting or business administration.
- Requires a minimum three (3) years of experience involving the maintenance of financial or statistical records.

Special Requirements:

- A valid Virginia driver’s license may be required.

Preferred Qualifications:

- Six (6) months of experience in an office environment performing accounts payable and/or accounts receivable duties preferred.
- Experience working with SAP or similar enterprise resource planning (ERP), database, or accounting system, such as Oracle, PeopleSoft, etc., preferred.
- Experience working in a fast-paced, high-volume environment.

Skills: Thorough knowledge of routine accounting principles and practices; thorough knowledge of standard office procedures, practices and equipment; basic knowledge of Microsoft office programs including Excel and Word; ability to maintain complex financial records and to prepare financial reports accurately; ability to understand and follow complex oral and written instructions; ability to deal effectively with co-workers and the general public; ability to prioritize work and complete work under strict deadlines; ability to work in an environment with frequent interruptions.

**PHYSICAL
CONDITIONS &
WORK
CONTACTS:**

Standard office work environment. Ability to file and lift 30 pound boxes of accounting documentation.

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City’s driving eligibility requirements. The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities. You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.charlottesville.org/jobs>

For more information, please contact:

City of Charlottesville

Department of Human Resources

P. O. Box 911

605 East Main Street

Charlottesville, VA 22902

(434) 970-3490

hr@charlottesville.org

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Job #171100013
ACCOUNT CLERK III - AP/AR SPECIALIST