



CITY OF ANTHONY
PAYROLL/ACCOUNTS PAYABLE CLERK
JOB DESCRIPTION

Department: Finance
Reports To: Finance Officer
FLSA Status: Non-Exempt
Pay Rate: \$14.00 per Hr.
Approved Date: 07/06/2022

POSITION SUMMARY:

Under the direction of the Finance Officer, manages, plans and coordinates a variety of activities including the accurate preparation and/or review of financial reports; assigns, reviews, and performs functions related to Payroll and Accounts Payable for the City of Anthony, New Mexico.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates payroll and account payable operations following City policies and procedures
Reports needed changes to policies and procedures to City Manager
Collects, calculates and enters payroll data into finance and bank platforms
Maintains and updates payroll
Obtains recommendations from suppliers for substitute items
Schedules deliveries, monitors and expedites orders
Resolves payroll discrepancies/errors
Reviews and verifies purchase orders comparing items received to those ordered
Timely error conflict-resolution with suppliers and vendors
Authorizes payment for purchases by forwarding receiving documentation
Maintains manual and/or computerized procurement and payroll records
Generates account payable and payroll reports as needed
Communicates with vendors to maintain favorable relationships
Updates job knowledge by participating in professional development opportunities
Ensure the City's full adherence to policies and regulations of the employee's salaries, taxes, benefit payments, legal requirements, retirement contributions and related payroll matters
Manage daily/weekly/monthly payable disbursement to ensure that vendor/employee checks and ACH transactions are properly disbursed within established disbursement deadlines
Establish schedules and methods for providing accounting services; identify resource needs
Create and maintain policies and procedures for the accounts payable process including the analysis of key controls, reporting requirements, and a focus on customer services inquires and resolution

Manage the month and year end A/P close processes
Resolve inquiries on payment status for internal and external customers
Prepare and coordinate financial reports and statements related to accounts payable function.

SKILLS/QUALIFICATIONS:

Strong data entry, analytical, accounting math and reporting
Supply chain management knowledge
Strong customer service, thoroughness and attention to detail
Strong communication and writing skills
Proficiency with office productivity, payroll, finance and inventory management software
Strong organization, oral and written communications
Team oriented and adept at problem-solving
Account management, payment processing, budgeting, productivity software (especially spreadsheets), accounting software, cash handling / tracking, report creation, and statement reconciliation

SUPERVISORY RESPONSIBILITIES: None

EDUCATION AND/OR EXPERIENCE:

Experience in technical accounting
A High School diploma or GED
Four (4) years of budget, accounting or payroll support experience preferred but not required.
Municipal Government experience is preferred but not required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

A comprehensive, intensive, practical knowledge of a Payroll and Accounts Payable, and skill in applying this knowledge to the development of new methods, approaches or procedures.

Must have considerable knowledge of computerized payroll processing methods, techniques, records management, and local, state, and federal laws and regulations governing payroll.

Must have skill in interpreting and applying laws and regulations governing payroll, handling complex and sensitive information with utmost discretion; working independently with general supervision making determination of appropriate action to take.

Ability to establish and maintain effective and cooperative working relationships with others.

Ability to travel and occasionally work overtime as deemed necessary for training, and to meet workload demands.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations and apply them accordingly.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license and maintain a satisfactory driving record.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands, sit and reach. The employee is occasionally required to stand and walk. Must be able to pass a drug test.

WORK ENVIRONMENT:

The work environment is an office and the noise level is usually quiet.

Employee Name: _____ Date: _____

Signature: _____

