



Dr. George A. Lauritson
Mayor

City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1110)
636-216-3368(fax)

Position Open Date: June 11, 2018

Position Close Date: Open until filled

Classification: Full-Time

FSLA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be mailed or dropped off at the Municipal Center located at 194 Eastlawn Ave., Ste. A, St. Robert, 65584, e-mailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com.

GENERAL PURPOSE OF POSITION

This is a full-time position performing accounting and general clerical duties in the accounts payable department For the City of St. Robert.

The City of St. Robert provides reliable, superior municipal services for its citizens, businesses, recreation, economic development, and a safe living environment

CITY OF ST. ROBERT, MISSOURI

JOB DESCRIPTION

Accounts Payable Clerk

GENERAL PURPOSE OF POSITION:

The Accounts Payable Clerk performs routine accounting duties and general clerical tasks in processing accounts payable and maintaining the accounts payable record system for the City of St. Robert.

MAJOR DUTIES AND RESPONSIBILITIES:

Reconciles purchase orders and invoices

- Obtains purchase orders from Purchasing/Supply Technician
- Verification/Approval that services were provided or goods received for amounts invoiced
- Reconciles any differences by obtaining corrected information from vendor
- Processes payroll for all hourly associates
- Prepare and submit discrepancy reports for employee hours that need corrections ie; missed punches, vacation pay, holiday pay etc.

Enters invoices

- Receives invoices from mail
- Matches invoice to appropriate purchase order
- Assures appropriate accounting number and code from general ledger
- Files invoice and purchase order (stapled) until appropriate meeting
- Maintains system adding or changing vendors
- Looks for sales tax situations – sends forms for tax exempt status

Prepares report for Council

- Runs initial report
- Makes any needed corrections
- Runs final report
- Copies and distributes report for council packets

Maintain an electronic document management system for storage and retrieval of documents

- Scan necessary document into the system
- Retrieve documents as requested
- Organize folders in the system as needed

- Archive documents as necessary
- Attend specialize training and workshops in document management as needed

Supports other departments

- Receives payments for utility bills, taxes, etc.
- Assists with utility billing when needed
- Answers and directs telephone calls
- Helps with constituent walk-ins

Performs other duties as directed

JOB CONTEXT:

The Accounts Payable Clerk is a full-time, permanent position in the Administration Department. The immediate supervisor for this position is the Finance Officer. The person in this position is supervised weekly, primarily for reporting purposes. The person in this position works regular hours, year-round. There is no occasion for overtime, night work, or shift work associated with this position. The person in this position almost never receives phone calls regarding work at home. 95% of the work for this position is done indoors, and 5% of the work is done outdoors. The Accounts Payable Clerk is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is occasional exposure to chemicals and/or hazardous materials in the form of cleaning supplies. The stress level associated with this position is average to moderately high, depending upon the monthly workload cycle. Physical work consists of, but is not limited to, sitting for long periods of time, using the computer for data entry, carrying cases of paper, and walking up and down stairs.

LICENSES AND CERTIFICATIONS:

There are no licenses or certifications required for this position.

EDUCATION AND EXPERIENCE:

The person in this position must have a high school degree or its equivalent;
 two year degree in Business with emphasis in accounting is desired. At
 least three years of experience in accounting or accounts payable is preferred; at
 least three years of office experience is strongly recommended;

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Computer Software
- Filing system management
- Rules and procedures for tax-exempt status
- Policies and procedures regarding accounts payable
- The City's Chart of accounts
- The City layout and properties
- Cash Receipt management system
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Reconcile accounts and check for errors
- Perform accurate typing and data entry
- Use printer to minimize wasted checks
- Handle cash according to policies and procedures
- Use multi-line telephone system
- Be detail oriented
- Read and use various financial statements
- Work as a team member with other employees
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures