



City of Bloomington, Indiana

Assistant Accounts Payable Clerk

SALARY	\$18.57 - \$21.36 Hourly \$1,485.87 - \$1,708.73 Biweekly \$3,219.37 - \$3,702.24 Monthly \$38,632.49 - \$44,426.89 Annually	LOCATION	Bloomington, IN
JOB TYPE	Regular Full-Time (35-40hrs/week; with benefits)	REMOTE EMPLOYMENT	Flexible/Hybrid
DEPARTMENT	Utilities/Accounting	OPENING DATE	05/29/2024
CLOSING DATE	6/12/2024 11:59 PM Eastern	FLSA	Non-Exempt
BARGAINING UNIT	N/A	TYPICAL WORK SCHEDULE:	Monday - Friday 8 am - 5 pm
POSITION REPORTS TO:	Reports directly to the Accounting Manager.	SUPERVISES STAFF:	No

Description

<https://www.youtube.com/embed/Te42vtESJu8?&wmode=opaque&rel=0>

Prepares claims to vendors and contractors. Maintains Fixed Asset and Capital Project records, along with the Finance Manager. Responsible for related document management.

Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Assigns account numbers to all purchase requisitions for expenses, construction projects, and capital purchases in excess of \$10,000.

Ensures the accuracy of payments to vendors and contractors. This includes making sure the following are correct: expense and/or project number, monetary fund from which payment is made, and amount (adjusted due to taxes added and discounts offered by vendors). Also ensures that duplicate payments have not been made.

Prepares eight monthly expense journal vouchers for incorporation into the General Ledger. Categorization of various types of expenses is required from various source documents which include automatic bank payments, Petty Cash, and Standing Purchase Orders.

Distributes checks to vendors on a bi-weekly basis. Reviews total amount paid to vendor from claim and ensures that proper remit documentation is enclosed with the check.

Responsible for all record retention.

Prepares a monthly utility expense report for the Water and Wastewater plants detailing the dollar amount of electricity, gas, water and telephone utilized.

Coordinates office supply purchases for the Accounting Department.

Daily processes departmental mail. Goes to the Post Office, when necessary. Manages mail meter device, ensuring accuracy and sufficient funds.

Specializes in the invoicing of stone, concrete, and asphalt, in compliance with annual bids for materials.

Checks for consistency between packing slips and original invoices.

Non-Essential (secondary)

Takes all reasonable steps to maintain a safe work environment.

Occasionally answers telephone, responds to inquiries and/or routes caller to appropriate person or department.

Performs non-supervisory duties of Accounts Payable Clerk in their absence and when necessary.

Prepares financial statement documents for scanning.

Performs related duties as assigned.

Job Requirements

Minimum knowledge equivalent to specialized training; some college level accounting, preferred. Knowledge of basic accounting principles, including GASB 34, preferred.

Minimum experience equivalent to one year.

Knowledge of purchasing and accounting functions and standard office procedures.

Ability to research and compile various expenditure information.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Incumbent performs duties in a modern office environment with no unusual physical demands. Work follows a routine daily schedule and requires minimal overtime.

Personal Work Relationships

Incumbent maintains considerable contact with department superiors and coworkers, and frequently various vendors for a variety of purposes, including giving and receiving factual information.

ANYONE WISHING TO APPLY FOR THIS POSITION WHO DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230, BLOOMINGTON, IN 47404).

AN EQUAL OPPORTUNITY EMPLOYER

La Igualdad De Oportunidades De Empleo Es La Ley.

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status or disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.

Agency

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website

<https://bloomington.in.gov/>

Assistant Accounts Payable Clerk Supplemental Questionnaire

***QUESTION 1**

Describe how you meet the minimum knowledge equivalent to one-year specialized training; some college level accounting preferred. Knowledge of basic accounting principles, including GASB 34?

***QUESTION 2**

Describe your experience in purchasing and accounting functions and standard office procedures.

* Required Question