

CLASSIFICATION SPECIFICATION**CITY OF AVON**

An Equal Opportunity Employer

TITLE: Accounts Payable Clerk Permanent Part Time**Page 1 of 2**

JOB RESPONSIBILITIES: Under general supervision, performs general accounting and clerical functions in order to assist with the efficient operation of the finance office.
 Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED) supplemented by courses in typing, computer operations, general accounting, and office practices and procedures, or equivalent.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
45-75	1. Under general supervision performs accounts payable functions (e.g., entering vendor invoices into financial system; managing and processing purchase orders; processing payment via printed check or electronic funds transfers; receiving and processing of purchase requisitions; entering necessary information into computer; etc.); interacts with Department Heads and other City personnel as needed to effectively perform job.	1. Knowledge of (1) basic accounting, (2) department policies and procedures,* (3) office practices and procedures; ability to (4) carry out instructions in written, oral, or picture form, (5) deal with problems involving several variables within familiar context, (6) define problems, collect data, establish facts, and draw valid conclusions, (7) calculate fractions, decimals, and percentages, (8) prepare accurate documentation, (9) maintain records according to established procedures, (10) develop and maintain effective working relationships; skill in (11) typing, (12) computer operation, (13) use of modern office equipment.

TITLE: Accounts Payable Clerk Perm P/T

Developed by Clemans, Nelson & Associates, Inc.
 Dublin, Ohio 43017

Approval Date

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10-15	2. Performs a variety of general accounting functions in order to assist with the efficient operation of the office (e.g. balances payments; takes cash deposits to bank as needed; maintains postage meter.)	2. Knowledge of (1), (2),* (3); ability to (4), (5), (6), (7), (8), (9), (10); skill in (12), (13).
10-15	3. Performs a variety of clerical and support functions in order to assist with the efficient operation of the finance department and other departments as assigned (e.g., receives and responds to inquiries; opens and distributes mail; types documents, prepares documents for mailing, files, etc.).	3. Knowledge of (2),* (3), (14) English grammar and spelling; ability to (4), (5), (6), (8), (9), (10), (15) communicate effectively; skill in (11), (12), (13).

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