

**CITY OF SPRINGFIELD**  
**Job Description**

**Accounts Payable Clerk/Cashier**

**Supervised by:** Director of Finance & Administrative Services  
**Supervises:** N/A

**Position Summary:**

Under the supervision of the Director of Finance & Administrative Services, performs a variety of account keeping functions associated with accounts payable, accounts receivable, utility billing, property tax billing and collections, payroll, and general ledger maintenance. Depending on area assigned, may also perform Human Resources functions, including benefits administration.

**Essential Job Functions:**

*An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.*

1. Answers phones and assists customers at the counter, collects payments, provides general information, distributes information, forms and other materials, and directs visitors to appropriate department personnel.
2. Provides ongoing assistance to other City departments regarding financial matters. Schedules appointments, sorts and distributes mail, and responds to inquiries related to department functions.
3. Enters data, creates and maintains spreadsheets, and prepares standard and special financial reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.
4. Assists with budget preparation and year-end audit activities. Prepares schedules and information, enters data, and compiles documents.
5. Provides cross coverage for other departmental functions including accounts payable, accounts receivable, utility billing, treasury, banking and bookkeeping, and payroll and benefits.
6. Shuts down office at the close of each day. Secures any on-hand cash at the end of the day.
7. Performs related work as required.

**Accounts Payable**

1. Processes accounts payable. Receives and codes invoices for payment, distributes invoices to appropriate department for review and approval, and prepares payables list for appropriate approvals.
2. Prepares check run, issues and records payments, and maintains related accounts, records, and files. Prepares 1099 forms and other related reports at year-end.

3. Updates and maintains vendor data and responds to questions from vendors as needed.
4. Maintains and tracks City's capital assets, including acquisitions, disposals, depreciation, and year-end reconciliations.

#### Account Receivable

1. Receives and receipts payments made at the counter, from the website, and in the mail. Counts and tallies monies received to ensure proper payments. Issues receipts and dispenses change accurately.
2. Posts payments to appropriate accounts in computer system and maintains accurate accounting of all monies received. Balances cash drawer daily.
3. Prepares bank deposits daily. Processes checks using remote capture.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

Requirements include the following:

- An associate's degree or equivalent in finance, accounting, business management, or related field.
- Two or more years of experience in an office setting performing accounting or bookkeeping duties.
- Knowledge of the principles, practices, and legal regulations of cashiering, bookkeeping, and accounting.
- Knowledge of modern office procedures and practices.
- Skill in maintaining accurate records and generating detailed reports.
- Skill in the use of standard office equipment, including computers and related accounting software, and the ability to master new technology including specialized assessing programs.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to understand instructions and follow detailed procedures consistently.
- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, other employees, City officials and administrators, project contractors, and other professional contacts.

- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines, and changes in work priorities.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings.