

<b>Job Class Code: 1024</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: Annual</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to analyze and research information for accounts payable and provide accounting support for assigned area of responsibility. The job class is responsible for analyzing accounts, performing various account functions and calculations, and supervising subordinate staff. The job class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Analyzes and researches accounts in assigned area.</li> <li>• Directs, audits, and executes system processes with Information Technology to generate scheduled payments for invoices, refunds, and/or payroll for weekly payment runs as well as out of cycle urgent requests. Conducts testing for system changes/upgrades.</li> <li>• Ensures invoice accuracy, approval compliance, appropriate coding, and 1099 identification to ensure accurate and timely processing of all payables, and maintains the integrity of financial transactions.</li> <li>• Audits and proposes corrections to City accounts payable vouchers to help mitigate the risk of loss in the accounts payable function, review for potential fraud, and ensure proper obligation to pay.</li> <li>• Verifies, monitors, and reconciles accounts.</li> <li>• Completes transactions relevant to Virginia escheatment laws.</li> <li>• Prepares deposits as needed for the Finance Department.</li> <li>• Prepares and processes journal entries for voids and reissues of payments.</li> <li>• Collects, enters, updates, and maintains account information including 1099 reporting applicability.</li> <li>• Prepares accounting, fiscal, and budget reports.</li> <li>• Assists staff and the general public with inquires and/or concerns while maintaining a cooperative and professional relationship. Researches and provides information as necessary and resolves issues in a timely and customer service oriented manner.</li> <li>• Provides guidance and training to departmental Account Technicians to directly facilitate task accomplishment.</li> <li>• Designs and maintains job aids for internal and departmental Account Technician reference.</li> <li>• Assists departments with supplier maintenance and processes credits to account as needed.</li> <li>• Determines compliance of electronic voucher workflow for each department to ensure proper routing and approvals and, in special circumstances, determine if manual routing is required.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas and computes discounts, ratios, rates, and percentages.
<b>Language Requirements</b>	Reads and writes technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.

<b>Mental Requirements</b>	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
<b>Decisions/Supervisory Control</b>	Correct, train, oversee and audit the work of others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

#### KNOWLEDGE, SKILLS, AND ABILITIES

<b>Knowledge</b>	Requires a strong working knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook. Must have an understanding of Virginia escheatment law and its application as it relates to accounting procedures.
<b>Skills</b>	Requires analytical, technical, and problem solving skills as well as excellent attention to detail.
<b>Abilities</b>	Must be able to communicate effectively both verbally and written; must possess the ability to utilize available time to organize, prioritize, and complete work within given deadlines. Must be able to review processes and to compare against standards and practices or analyze results in order to identify discrepancies.

#### EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in accounting or a closely related field.
<b>Experience</b>	In addition to satisfying the vocation/educational standard, this class requires a minimum of three years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirement(s)</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

#### AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*