

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** ACCOUNTS PAYABLE SPECIALIST  
**Department:** Financial Services  
**Job Code:** 6050  
**Grade:** H13  
**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of a financial superior, incumbent in this class is responsible for all accounts payable functions. Performs routine calculating, posting and verifying duties to obtain accurate and current accounts payable objectives. Maintenance of various reports, invoices, and files. Work is performed with a semi-professional working knowledge of accounting practices and policies in interpreting procedures, recording and reporting transactions. Work is subject to automatic and periodic verification through systems of internal controls, and to supervisory review for conformity with established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTION**

1. Reviews and maintains various purchase orders assuring accuracy, completion and timely payments.
2. Maintains office accounts payable files for internal use and for regulatory inspection.
3. Codes invoices, prepares check requisitions and personnel budget statistics.
4. Reviews and verifies refunds and processes amount for account credit.
5. Verifies with purchasing agent budget items.
6. Operates a computer, adding machine, copier, facsimile machine, typewriter and telephone.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily

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descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED supplemented by five (5) years of responsible experience in clerical and accounts payable, accounting or bookkeeping work; or an equivalent combination of professional training and experience. Must have excellent keyboard skills and experience with accounting applications software.

**B. Knowledge, Abilities and Skills:**

Knowledge of the generally accepted accounting practices with emphasis on accounts payable.

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems and software.

Ability to maintain accounts payable records and to prepare reports from supporting data.

Ability to compile data for, complete, and file various accounts payable related reporting requirements such as Sales and Use tax reporting.

Ability to understand complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public.

Skill in the operation of modern office equipment.

**C. Physical Requirements:**

Tasks involve some physical effort, i.e. standing sitting, reaching, pulling, pushing and walking, and frequent

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moderate lifting (30+ pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires sound perception and discrimination.  
Task requires texture perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Financial Services Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee