



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Accounts Payable Technician  
**Reports To:** Controller  
**Division:** Finance and Business

**Position Code:** 1009-108  
**Classification:** Non-exempt  
**Date:** 03/2024

#### **JOB SUMMARY:**

Under general supervision processes invoices for payment, submits payments for approval and processes payments in the form of Automated Clearing House (ACH) and checks; Maintains vendor records including all necessary documents such as W-9 forms and certificates of insurance as required; investigates and updates outstanding purchase orders; researches outstanding or paid bills on request; receives and processes book invoices; monitors utility bills; corresponds with vendors and library staff regarding accounts payable concerns; answers questions about procedures for the use of the accounting system; prepares and issues 1099's; balances credit card transactions to merchant statements; completes or assists with various tasks in the absence of other staff members or as assigned.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provides excellent customer service.
- Reviews Request to Order (RTO) transactions that require action. Follows up with release of encumbrance and conversion to invoice for those requiring action.
- Reviews Request to Purchase (RTP) transactions that require action. Follows up with conversion to invoice for those requiring action.
- Reviews all invoice fields for accuracy including, location, department, fund, budget year, item/account, and asset designation. Verifies appropriate invoices and documentation is attached.
- Contacts vendors or staff to resolve any issues with invoices.
- Researches vendor statements to verify listed invoices as have been or will be paid or resolve vendor error.
- Reviews and uploads book invoice comma-separated values file into the accounting system.
- Enters invoices not initiated via RTO or RTP directly into accounts payable, such as utilities and insurance payments.
- Balances point of sale to the accounting system monthly.
- Prepares monthly sales tax report.
- Researches outstanding or paid bills as requested by department heads or vendors.
- Allocates costs to different programs by using appropriate mathematical formulas.
- Maintain vendor files for the accounts payable system including materials management vendors, including creating and updating vendor information such as W-9s and Certificates of Insurance.
- Selects bills/invoices for payment; upon payment approval, creates the ACH file for upload and prints the checks, and mails checks to vendors.
- Monitors utility bills for considerable variations or problem areas. Notifies the leader of Facilities Maintenance of unusually high bills that may require investigation for necessary repairs. Contacts utility companies to request applicable credit adjustments and/or to request meter testing/replacement.
- Completes preparation and issuance of 1099 MISC forms to vendors in accordance with IRS rules and regulations.
- Receives and distributes departmental correspondence to appropriate destinations.
- Assists with the counting and balancing of daily deposits received from library locations; prepares and makes bank deposits in the absence of other staff.
- Cross-trains with other Business Office staff to allow for coverage in Business Office tasks during absences or other situations, as required.
- Answers the telephone, greets visitors and customers, and performs general office tasks.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required; and completes required safety training each quarter.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library 'customers' records and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations.

**INTERACTION:**

- Interaction with all levels of staff, vendors, and the public.

**MATERIAL AND EQUIPMENT USED:**

- Coin and Bill Counters
- Computer(s)/Printer(s)
- General Office Equipment
- 10-key Calculator

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

- High school diploma or GED; and,
- Two or more years of accounts payable experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of this job.

**Licenses and Certifications:**

- None

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- One or more years of business and accounting courses from a college or vocational-technical school.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- General office practices and procedures, such as letter writing, and operations of standard office equipment.
- Generally Accepted Accounting Principles applicable to accounts payable, accounts receivable, cash handling processes, and public agency requirements.
- Basic business laws applicable to governing financial transactions and binding contracts.
- Basic budgetary principles and practices.
- IRS regulations and procedures regarding Forms W-9 and 1099 MISC.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic business mathematics, including percentages and decimals.
- Recordkeeping, report preparation, filing methods and records management techniques.
- All computer applications and hardware related to the performance of the essential functions of the job.

**Skill in:**

- Using interpersonal skills necessary to effectively interact with internal staff, customers, and other departmental staff to give and extricate information in a courteous and friendly manner.
- Communicating clearly and effectively, both orally and in writing.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Preparing clear and concise reports, correspondence and other written materials.
- Performing analysis necessary to perform numerical calculations to obtain totals, balances, and verify information.

**Mental and Physical Abilities:**

- Ability to maintain honesty and integrity during cash handling and financial transactions.
- Ability to perform all jobs effectively and efficiently.
- Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to individuals requiring assistance.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, IRS publications, procedure manuals and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to perform all mathematical functions required in conjunction with the related jobs.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, reach, handle or feel, speak and hear.
- While performing the essential functions of this job the employee is occasionally required to bend, stoop, crouch, crawl, kneel, and lift and/or move up to 25 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.