



City of Tahlequah, Oklahoma Job Description

Job Title: Encumbering Clerk/Accounts Payable Clerk

Department: Administrative

Reports To: Assistant Administrator

FLSA Status: Non-Exempt

Grade 3

Summary Per state law, processes purchase orders for payment for all city purchases and verifies that the city does have the funds to pay for each purchase, in addition to other accounting functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Turn purchase requests from the purchasing agent into Purchase Orders to be sent to vendors.
- 2) Verifies and signs each Purchase Order as the encumbering Clerk per state law. The signature indicating that the City of Tahlequah does have the funds available to pay for that purchase.
- 3) Has department heads sign off on all Purchase Orders.
- 4) Functions as accounts payable clerk for the city.
- 5) Reconciles differences between encumbered and invoiced amounts
- 6) Acquires necessary signatures on Purchase Orders from governing board on large item purchases.
- 7) Maintains and makes available files containing Purchase Orders accompanied by invoices for use as needed.
- 8) Assists departments with updates on incomplete Purchase Orders.
- 9) Maintain a list of those permitted to obtain and release Purchase Orders in the absence of the department head.
- 10) Send tax exempt letters to those vendors requiring them.
- 11) Prepares payments for utilities, telephones, beepers and pagers by department.
- 12) Maintain encumbrance records for all regular and special funds and grants.
- 13) Maintain postage meter and postage supplies.
- 14) Assist in other offices as time permits.
- 15) Maintain close communications with your immediate supervisor and develop that working relationship.
- 16) Work to improve your skills and develop your abilities in your job.
- 17) Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

Supervisory Responsibilities

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Must be bondable if required.
- 2) Strong clerical and accounting skills.
- 3) The ability to multitask and move from one responsibility to another.
- 4) Organized, thorough and able to keep excellent files and records.
- 5) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 6) Ability to establish effective working relationships with fellow employees, supervisors and the general public.
- 7) Maintain socially accepted standards of speech and appearance while on duty.
- 8) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 9) Ability and willingness to perform assigned work in a timely and efficient manner.
- 10) Must have a clear view of the department's goals and how they mesh with the goals of the city.
- 11) Ability to deal courteously with the public and successfully interact with other city departments and city administration.

Education and/or Experience

- 1) Associates Degree, with 9 to 12 college hours of accounting and one year experience, or an equivalent amount of education and experience.
- 2) Knowledge of department equipment.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Polite, yet assertive, in communicating with the public, vendors, and department heads, as needed.

Mathematical Skills

Sufficient to timely perform the record keeping, reports, and/or account reconciliation required in the department.

Reasoning Ability

- 1) Recognize unsafe conditions and situations.
- 2) Must be able to understand both oral and written communications.
- 3) Must be able to interpret rules, policies and procedures.

Computer Skills

Must have PC skills in spread sheet, word processing, and email.

Certificates, Licenses, Registrations

Must possess a valid Oklahoma "Class D" Driver's License and maintain it throughout your employment.

Other Skills and Abilities

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The job involves: Standing, sitting, lifting, fingering, talking, hearing, and repetitive motions are all demanded in the job.
- 2) The job is considered Light Work.
- 3) Level One visual acuity is required

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

- 1) The job is an office job and the worker will be in an office environment most of the time.
- 2) No known hazards.