

JOB TITLE
SENIOR EXPENSE CONTROL
CLERK

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE
IA, GRADE 7

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Ensures vendor checks are processed and distributed in accordance with established procedures. Processes payroll time reporting as needed. Maintains a high degree of accuracy in vendor check processing and accounts payable related matters. Works with a minimum amount of supervision and confers with coordinator when appropriate.

PERFORMANCE RESPONSIBILITIES

1. Ensures financial controls are met, including controls for all vendor check writing.
2. Serves as liaison for accounts payable, accounting and purchasing on expense matters.
3. Performs all phases of vendor check: writing, voiding and distribution.
4. Assumes responsibility for Purchase Order Maintenance.
5. Assumes responsibility for training activities related to accounts payable clerk functions, including supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired.
6. Assumes responsibility for payroll time report processing and employee inquiries as needed.
7. Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities.
8. Assumes responsibility for electronic document storage functions – scanning and importing documentation.
9. Develops, updates and revises all forms, instructions, manuals and procedures for accounts payable functions.
10. Assumes responsibility for reconciling accounts payable.
11. Performs other duties as assigned by the designated coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Two (2) years experience in accounts payable, accounts receivable or related accounting functions
3. Good math ability
4. Demonstrated ability to maintain accurate records
5. Bookkeeping experience

DESIRABLE QUALIFICATION

1. One (1) year college credit in accounting
2. One (1) year business experience in related field

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