



Job Title: Accounts Payable/Purchasing Coordinator
Department: Finance
Job Type: Part-Time
Salary: \$20.07 – \$29.14 Hourly
Direct Supervisor: Finance Manager

General Purpose

The Accounts Payable / Purchasing Coordinator performs a variety of duties with the emphasis being Accounts Payable, Purchasing and Courts cashier. Accounts Payable duties include processing of invoices, issuing checks, researching invoices and issuing 1099s. Purchasing duties involve buying city supplies and equipment, administering the purchase card system, processing purchase orders for all departments, overseeing RFP ads and bid openings and working with vendors to obtain better pricing. Courts cashier duties include taking payments and filing one day per week.

Essential Duties

- Accounts Payable functions include, process invoices, enter invoices into system, print checks, process checks for mailing, file paid invoices, research paid invoices for departments, prepare and issue 1099s at year end.
- Manage all printing required by the city, rubber stamps, business cards, forms, budget.
- Process purchase orders and maintain the purchase order system.
- Purchase and distribute all stationery and supplies for City employees.
- Administer the purchase card system.
- Vender coordinator for better pricing.
- Prepare and coordinate all newspaper ads for RFP's and bids.
- Oversee all bid openings as impartial 3rd party.

- Take court payments and process in REJIS and Show-Me-Courts systems. This will include a later shift on court nights.
- Provide filing for Accounts Payable and Courts.
- Perform other projects as assigned.

Education, Experience & Training for Performing Essential Functions

High school diploma/GED required, Associate's Degree preferred or an equivalent combination of experience and training with demonstrable experience in a position with accounting responsibilities. Must be highly experienced with Microsoft Office applications and possess excellent organizational and communication skills. A candidate must possess:

- Strong computer software skills,
- Organization skills,
- Strong attention to detail,
- Ability to multi-task and prioritize,
- Ability to work independently,
- Demonstrated resourcefulness and resiliency,
- Willingness to learn.

Successful candidate should have knowledge of Accounting principles and practices. Must also have ability to analyze, design, modify and implement automated and manual systems and procedure; analyze financial information and communicate it to non-financial users in an understandable manner; establish and maintain effective working relationships with superiors, associates, the business community and the general public. Ability to work independently with excellent time management skills. Must be very detail orientated with the ability to keep tight timelines.

Work Environment

Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupation or environment hazards other than those normally associated with general public contact.

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. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. The employee must regularly lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Employee must be able to sustain the manual dexterity to operate standard office equipment.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.