

# South Jordan City

## Job Description

**Title:** Accounts Payable Technician  
**Org:** 100120  
**Pay Grade:** 12

**Effective Date:** 11/29/18  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Perform working level accounts payable accounting functions as well as other technical and clerical duties as needed to expedite day-to-day accounting functions. Work as part of the Finance team to complete daily, monthly, and annual accounting procedures. Coordinate efforts with other City employees to pay vendors promptly and accurately.

### SUPERVISOR

Associate Director of Finance

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Operate computers programmed with accounting software to record, store, and analyze information.

Make payments to City vendors, while verifying all expenditures are properly authorized and adherence is made to City policies.

Responsible for uploading city financial data to Utah Transparency website.

Prepare and issue 1099 statements to vendors per IRS guidelines.

Reconcile vendor statements to City records to ensure proper and accurate payments have been made.

Manage Finance department archives.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from High School or G.E.D.;
  - AND
  - B. Three (3) years of related work experience

2. Knowledge, Skills and Abilities:

Ability to follow written and verbal instructions and to communicate effectively verbally and in writing. Knowledge of accounting principles and procedures as well as general office practices, procedures, and equipment. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

3. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Tech</b>
<b>Location:</b>	<b>Finance</b>	<b>EEOP Class:</b>	<b>Tech</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>720</b>