Title: Accounts Payable Clerk, Sr-9  Pay Scale Group: 62

Essential Function

Provide accounting support for the extended purchasing three-way match process.

Characteristic Duties

1. Assign work to Accounts Payable Data Technicians based on invoices ready for entry and prepare for refusal invoices not accepted by the system.

2. Resolve three-way mismatches by monitoring the purchase order, invoice and receiver match process so that vouchers can be created resulting in check issuances.

3. Assist with routine and non-routine problems associated with payment vouchers not accepted by the system.

4. Facilitate departmental receiver process; generate receiver documents, monitor responses, and apply exception receiving standards.

5. Facilitate automatic payment voucher generation process; monitor creation of payment vouchers.

6. Coordinate Library invoice processing and problem resolution, and oversee Library invoice voucher processing.

7. Facilitate credit memorandum processing and collection.

8. Handle problem and routine telephone and mail inquiries; resolve repetitive and non-repetitive payment issues and concerns.

9. Perform master table entry and maintenance

10. Support data entry function.

11. Perform related duties based on departmental need.

Minimum Qualifications

High school/GED diploma and one year accounting experience. Required knowledge of CRT keyboard and must be able to demonstrate use of calculator.