



**City of Avon Lake, Ohio**  
**Classification Specification**  
**Finance Clerk - Accounts Payable**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Finance	N5	Non-Exempt	Unclassified	

**CLASSIFICATION SUMMARY**

The Finance Clerk performs basic finance support duties and responds to customer inquiries; maintains data in the system; processes and applies payments; handles vendor invoices or bills and records the short-term debts in the general ledger (GL); verifies invoices against purchase orders and ensures the goods or services were received before issuing payment to vendors, and processes accounts payables by following standard accounting practices.

ESSENTIAL DUTIES <sup>1</sup>	% OF TIME
Processes and documents transactions, such as accounts payable and receivable; tracks budget accounts and expenses; reconciles bank statements and employee reimbursements; reconciles accounts and tracks discrepancies; and performs related duties.	30
Enters various financial information into accounts, logs, ledgers, or databases; processes payments; and tracks and maintains financial records. Enters and closes purchase orders.	30
Reviews all department batches before posting for weekly check runs. Processes new vendor applications, maintains vendor listing.	20
Prepares and reviews various accounting reports following established guidelines; disseminates information and reports to appropriate individual(s).	10
Assists departments and individuals with questions or troubleshooting.	10
Back up to bank deposit runs.	As required
Performs other duties of a similar nature or level.	As required

<sup>1</sup> The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

### MINIMUM QUALIFICATIONS

#### **EDUCATION AND EXPERIENCE:**

High school diploma, or equivalent (GED), and one year of specialized or technical training or an equivalent combination of education and experience to successfully perform the duties of the job.

#### **CERTIFICATIONS/LICENSES:**

Valid Ohio Driver's License or ID.

#### **PREFERRED QUALIFICATION:**

Either a Bachelor of Arts degree or a Bachelor of Science degree in finance, accounting, or business or a commensurate level of directly related experience.

#### **KNOWLEDGE OF:**

- Basic accounting principles and practices
- General ledger reporting techniques
- Mathematical concepts
- Automated accounting software packages
- Recordkeeping principles
- Customer service principles
- Computers and related software applications

#### **SKILL IN:**

- Tabulating, recording, and balancing transactions
- Compiling financial data
- Conducting mathematical calculations
- Providing customer service
- Preparing basic reports and records
- Using a computer and related software applications
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, the public, sufficient to exchange or convey information and to receive work direction

### ADA AND OTHER REQUIREMENTS

This position typically requires standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### **SEDENTARY WORK:**

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

#### **WORKING CONDITIONS:**

Work is performed in indoor office environments.

### HOURLY/SALARY RANGE\* AND BENEFITS *\*Subject to City Council approval*

- \$29.51 to \$36.30 hourly, or \$61,380.80 to \$75,504.00 annually
- Applicable benefits provided to full-time bargaining employees, as declared by Codified Ordinances and Collective Bargaining Agreement