

Class Concept

This is para-professional level accounting work in an agency or institution. Positions in this job provides accurate accounts payable and disbursement processing services for General Accounting invoices. The positions also process payments for direct and /or matching invoices to vendors, verifying payments, maintaining payment files, consulting with vendors and staff regarding accounts, reconciling payment data and troubleshooting problems with payments and accounts.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of office or work unit procedures, methods and practices.
- Working knowledge of and ability to use correct grammar, vocabulary, and office terminology to compose and/or proofread correspondence, reports and other materials.
- Working knowledge of accounting procedures, mathematics and their application in the work environment.
- Ability to learn and independently apply laws and departmental rules and regulations covering programs and services.
- Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations.
- Ability to apply a variety of work-related formulas or mathematical calculations.
- Ability to record, compile, summarize and perform basic analysis of data.
- Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

Minimum Education and Experience

High school or General Education Development Diploma and two (2) years of experience; or an equivalent combination of education and experience.