



## Accounts Payable Team Leader

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### JOB CHARACTERISTICS

#### Purpose

Lead and perform complex clerical accounting work within Accounts Payable sections to ensure timely and accurate payment for all of the City's financial obligations to vendors. Performs related and other work as required, all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

#### Equipment, Methods & Guidelines

Typically uses computer, calculator, typewriter, telephone, fax, copier, and standard and customized software. Resource materials include rules, regulations, directives, policies and procedures as contained in both City and other agency documents and manuals.

#### Working Conditions

Office setting with standard forty-hour workweek. Work includes pressure generated by deadlines, peak workload periods, frequent interruptions, and equipment malfunctions.

#### Physical Demands

Work includes moderate lifting; carrying, pulling, pushing, stooping, reaching and sitting; manual dexterity; speech, visual, and hearing acuity. Includes intermittent periods of computer operation, including data entry.

#### Supervisory Guidance Received/Given

Reports to Financial Operations Manager. Supervision received is intended to prescribe general methods for achieving objectives. Supervision given involves lead direction of job activities of a team of Account Clerks, including policy interpretation, training, conflict resolution, and the assignment of work and establishing priorities within the parameters set and subject to final review by the Financial Operations Manager.

#### Allocation Factors/Distinctions

This classification is distinguished from that of Account Clerk III due to assigned lead responsibilities and increased level of contacts regarding financial policy interpretation and solving problems of a complex and/or sensitive nature.

### EXAMPLES OF DUTIES

1. Provides lead direction to a team of Accounting Clerks. Plans, prioritizes and assigns, and work of team members. Monitors status of events; performs necessary coordination, adjustments to schedules, intervention, and assignments.
2. Prepares justifications and makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections.
3. Researches and solves a variety of problems related to assigned activity.
4. Provides information and assistance to other City personnel and the general public regarding applicable departmental policies, rules, and procedures. Works closely with management of City departments, interpreting financial policy, providing recommendations, and solving financial problems of a complex and/or sensitive nature.
5. Posts, computes, compares and balances a variety of financial, accounting, and statistical information.
6. Coordinates work flow; provides assistance and training to other clerical accounting employees; and, as assigned, provides backup support during periods of vacation and illness.
7. Interprets computer reports related to assigned activities.
8. Maintains desk manuals of procedures and practices related to assigned activities.

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9. Process vendors' invoices for payment, verify entries, check amounts and payment account numbers, calculate extensions and discounts, confirm authorizations, and post account numbers for issuance of payment; compare and balance warrant lists and registers. Process IRS 1099 forms and reports, including the interpretation of state and federal guidelines, audit and corrections, and notices to vendors. Audit, verify, and process construction contract work estimates, determine contract compliance and documentation as completed work is billed, calculating complex expenditure distributions and retained percentages.
10. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
11. Performs other work as assigned.

### DESIRABLE QUALIFICATIONS

#### Knowledge and Abilities

Working knowledge of modern financial record keeping principles, procedures, methods, and terminology pertinent to municipal accounting office, including complex computerized financial systems; of related general clerical filing, indexing, and cross-referencing methods and procedures. Must have working knowledge of procedures for preparing and filing annual 1099 reports, and must have working knowledge of reconciliation and progress payments of construction contracts, including proper retention, and reconciliation and payment of complex City utility bills.

Ability to interpret, and explain policies and procedures pertaining to the work including reports produced by data processing equipment; to use expenditure and revenue code procedures; to understand and reconcile records; to balance and reconcile accounts; to perform machine calculations with speed and accuracy; to do complex clerical work; to provide lead direction and training to others; to carry out oral and written instructions; and to establish and maintain cooperative relationships with those encountered in the course of work.

#### Typing Skills

Ability to type at a speed of 40 net words per minute from clear printed copy.

#### Education/Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Completion of the twelfth grade or the equivalent, preferably supplemented by clerical accounting training courses.

**Experience:** Four years of bookkeeping or statistical recordkeeping experience, preferably including responsibility for providing work direction in municipal accounting operations. Two of the four years of experience must be in a general ledger or accounts payable function.

#### Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.