



Job Title: Accounts Payable/Water Department Clerk

Department: Administration, City of Bowdon

Job Summary: This position is responsible for processing and verifying accounts payable transactions, assisting City Accountant, and providing back-up assistance to Water Department Clerks.

Major Duties:

- Matches invoices with purchase orders, codes invoices, processes check requests
- Issues purchase orders
- Processes vendor forms and invoices for all city departments, reviews reports for proper documentation, accuracy, and approval
- Mails checks, files paid invoices
- Provides accounts payable information to city employees and vendors
- Assists with business occupation tax invoices and reports
- Maintains vendor records, processed 1099s
- Accepts water payments and new water applications
- Performs other related duties as assigned

Knowledge Required:

- Knowledge of general accounting and bookkeeping practices
- Knowledge of accounts payable processing methods
- Knowledge of computerized systems for maintaining financial records
- Knowledge of modern office practices and procedures
- Knowledge of city policies and procedures
- Skill in maintaining accurate records and preparing reports
- Skill in performing basic mathematical calculations
- Skill in utilizing a computer, calculator, and copier
- Skill in oral and written communication

Supervisory Controls: The City Clerk assigns work in terms of general instructions. Completed work is spot-checked for accuracy and compliance with instructions.

Guidelines: Guidelines include the city chart of accounts, accepted accounting and bookkeeping practices, city ordinances, and city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity: The work consists of related bookkeeping and clerical duties.

Scope and Effect: The purpose of this position is to process accounts payable for the city. Successful performance helps ensure that invoices are paid in a timely manner and that related business records are maintained accurately.

Physical Demands: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.

The City of Bowdon has an opening for an Accounts Payable/Water Dept Clerk. Requires HS Diploma or GED. Must have experience with AP and general office procedures. Please contact the City of Bowdon, 770.258.8980, for a full job description. To apply, mail or hand deliver resume with references to: Attn: AP Clerk, City of Bowdon, 136 City Hall Avenue, Bowdon, GA 30108.