



Post Date: July 6, 2022
Removal Date: July 29, 2022

CITY OF MOSS POINT JOB ANNOUNCEMENT

Building a sustainable Moss Point through progressive leadership, fiscal transparency, and public safety while enhancing quality of life through equity, economic growth, and diversity.

POSITION: Accounts Payable Clerk

DEPARTMENT: Finance

LOCATION: Moss Point City Hall, 4320 McInnis Avenue, Moss Point, MS 39563

HOURS: 40 Hours per Week (M-F, 8:00am -5:00pm)

RATE OF PAY: \$25,000-\$35,000

DUTIES: This position provides comprehensive finance administration support to the finance department. The Accounts Payable Clerk accurately prepares payables for payments and be responsible for the payment process.

MINIMUM QUALIFICATIONS: Must be eligible to work in the United States; and possess and maintain a valid Mississippi driver's license.

MINIMUM EDUCATION AND EXPERIENCE: Associate's degree (A.A.) or equivalent from a two (2) year college or technical school and two (2) years related experience; or High School diploma or GED equivalent with four (4) years related experience and/or training; or equivalent combination of education and experience.

(Job description with minimum requirements attached.)

SUPERVISORY RESPONSIBILITIES:

INTERNAL APPLICANTS: Please contact the Office of Human Resources at Moss Point City Hall, 4320 McInnis Avenue, Moss Point, MS 39563. Current employees must have successfully completed their probationary period and may be required to submit an updated application for full consideration.

EXTERNAL APPLICANTS: Applications may be submitted online by visiting, www.cityofmosspoint.org and is required for consideration of employment. If you have any questions or concerns, please contact the Office of Human Resources at (228) 475-0300 ext. 7032.

The City of Moss Point is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Moss Point will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA



CITY OF MOSS POINT ACCOUNTS PAYABLE CLERK

Department:	Finance Department	Salary Range:	\$25,000 - \$35,000
Reports To:	Comptroller	Exempt (Y/N):	N
Competitive (Y/N):	N		

SUMMARY:

The Accounts Payable Clerk provides comprehensive finance administration support to the finance department. The primary function of the Accounts Payable Clerk is to accurately prepare payables for payment and be responsible for the payment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Receive and process payment for all accounts payable invoices, requisitions, and purchase orders
- Match invoices with proper purchase orders and receiving documents to ensure process is complete and payments are accurate
- Confirm balances in accounts for all requisitions submitted
- Research and answer vendor, employee, and department questions regarding status of accounts and payments
- Prepare accounts payable invoices transactions for the Docket of Claims
- Process, print and distribute accounts payable checks
- Prepares and maintains various spreadsheets for accounts payables and files
- Performs any other duties as directed by the Comptroller

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Good organizational, decision making and problem-solving skills.
- Ability to plan, direct and coordinate the work of subordinates.
- Knowledge of English, spelling, punctuation, grammar, and arithmetic; and modern office practices, procedures, systems, and equipment.
- Ability to meet and deal with people tactfully and courteously.
- Ability to react to change productively and to handle other tasks as assigned.
- Ability to operate standard office equipment. Must be proficient in MS Word, Excel, PowerPoint, Publisher, and Outlook;
- Ability to understand written or oral instructions; read, analyze and interpret complex documents.
- Must be able to present information effectively and efficiently in a group setting or one-on-one.
- Ability to work with minimal supervision.
- Ability to concentrate, perform accurately and work under stress of deadlines.
- Must be able to come to work promptly and regularly.
- Must have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



CITY OF MOSS POINT ACCOUNTS PAYABLE CLERK

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a sedentary role; however, some filing is required which would require the ability to lift files, open filing cabinets and bend or stand, as necessary. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to walk; use hands and fingers to handle and/or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two (2) year college or technical school and two (2) years related experience; or High School diploma or GED equivalent with four (4) years related experience and/or training; or equivalent combination of education and experience.

Must be proficient in MS Word, Excel, PowerPoint, Publisher, and Outlook

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above job description and understand the contents thereof.
(PRINT NAME)

Employee Signature

Date