

**CITY OF NORTH LAUDERDALE
POSITION DESCRIPTION
ACCOUNTS PAYABLE CLERK**

DEFINITION

This is complex semi-professional work dealing with control and processing of accounting data using in-house computers, as well as actual operation of the CRT/and P/C's for input of data and inquiries as to status of budgetary and customer or utility accounts and service.

EXAMPLES OF WORK PERFORMED

Must deal effectively and diplomatically with the public in difficult or unusual situations.

Verifies information on source documents.

Plans schedule of specific processes to assure all necessary data is prepared and processed on a timely basis.

Processes computer data using automated equipment and uses the team approach in monitoring processing by other department personnel.

Verifies reasonable and correct entries in reviewing computer output.

Assumes cashier duties on a scheduled, rotational basis. Operate cash register, receive utility payments and interact with residents.

Ability to meet and deal tactfully with the general public, and to express one's self effectively and clearly in oral and written form.

Skill in the operation of a personal computer including knowledge and ability in Windows 2000, Microsoft Word, Microsoft Excel, PowerPoint and Outlook.

Ability to make arithmetical computations with speed and accuracy.

Knowledge of business English, spelling, and arithmetic.

Clerical aptitude and experience.

Possess a valid Florida Drivers License.

Other clerical duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use spreadsheets and knowledge of data control techniques.

Ability to operate office machines in performing complex computations.

Ability to understand and follow complex oral and written instructions.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from an accredited high school, and a minimum of two (2) years experience in operation of CRT and P/C. One-year (1) experience in a customer service/collection/billing operation.

Ability to type/data entry at 25 wpm and operate a 10-key adding machine by touch.

NECESSARY SPECIAL REQUIREMENTS

Must be physically able to operate office and communication equipment, possess visual, auditory, and oral acuity and the ability to lift up to 35 pounds. The position requires periods of sitting, standing, bending, stooping, and walking.