



City of Helena

816 Hwy 52 East, Helena, AL 35080

Accounts Payable

Job Type: Full Time

Closing Date: January 10, 2025 at 5:00PM

All applications are at City Hall and must be turned in to City Hall attention Madison Harris

Salary Range: \$31,200.00 - \$41,600.00

Description

Accounts Payable Clerk provides the day-to-day operations of ensuring all bills are paid by the city in a correct manner and in accordance with record keeping standards. This position will also assist the Revenue Director in tasks assigned.

Principle Duties

- Sort mail for invoices/statements and incorporate into POs or Invoices to Be Paid
- Fulfill Purchase Order requests for various departments/vendors
- Verify various insurance invoices monthly for employee accuracy
- Coding invoices/statements as received, and tracking down missing invoices/codes if needed
- Prepare outstanding Purchase Orders for approval by the Mayor
- Prepare current Accounts Payable information for City Council bimonthly regarding bills that have been paid and bills that are outstanding/awaiting council approval
- Sort invoices by Checking Account
- Sort invoices by need/date due and create batches for processing
- Sort and input Concessions payroll sheets to spreadsheet and verify hours are correct (usually twice a month)
- Scan and email or make copies of any invoices that the Utility Board also shares expenses
- Print check batches and check registers as needed
- Scan batches for records (scanning as a whole, and then also scanning those items the City Clerk needs documentation for separately--1 Cent Sales Tax, Buck Creek Use Tax, Capital Outlay, Etc.)
- Answer any phone calls/emails from vendors regarding invoices, payments, and requests for W9s
- Assisting city employees with Expense Reports/Mileage Rates, and then submitting for supervisor approval
- Maintain Petty Cash - Keeping record of receipts/codes, and verifying amount of Petty Cash on hand at any given time
- Manage City Cards - Keep log of all city cards (Walmart/Publix/Sams/Home Depot/City Visa/etc.) signed out by various employees

General Duties

- Assist customers at window with general questions
- Answer any incoming phone calls and direct/take messages as necessary
- Answer phone calls regarding household trash pickup/issues with Republic Services, and send emails to Republic Services with resident information
- Relay messages/information to other City Staff
- Send property complaints to ordinance official
- Public property complaints/Phone messages/Street Maintenance issues/Drainage cleaning issues sent to Public Works Supervisor
- Assist Public Works Supervisor with calls to various Utility Companies in the case of a downed/drooping power/utility line
- Advise various departments when their packages/orders have been delivered
- Provide Notary services for Helena residents upon request
- Managing Calendar for Council Chambers for Library activities, Court, City Council, Planning & Zoning, etc.
- Other duties as assigned

Qualifications

- Ability to maintain certifications and complete continuing education courses in areas related to job duties
- Possess a current and valid Alabama driver's license

Work Environment

The work involves office duties.

Physical Demands

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes.

GENERAL INFORMATION CONCERNING CIVIL SERVICE EXAMINATIONS

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

FILING AN APPLICATION: Applicants whose completed applications are not received by the date and time specified above may not be considered.