



## **ACCOUNTING TECHNICIAN II / Accounts Payable Specialist**

### **JOB SUMMARY:**

The City of Excelsior Springs is accepting applications for the position of an Accounting Technician II/Accounts Payable Specialist to join the City's Finance team.

Under the general supervision of the Finance Director, this position performs responsible technical accounting and clerical services supporting the City's financial operations. The primary responsibility is Accounts Payable processing, statement reconciliation, ensuring accurate and timely payments to vendors, maintaining financial records, and supporting internal financial controls that ensure compliance with City policies and applicable regulations governing public funds.

### **SKILLS:**

- Skilled in use of computers, software programs, proficient with excel and 10 key. Naviline / AS400 experience preferred.
- Manage multiple tasks with efficiency, skill, accuracy and able to prioritize.
- Take direction and work independently with minimal supervision.
- Banking and cash handling experience on a daily basis.
- Works well with providing support to the public, other staff and outside agencies, while maintaining confidentiality and acts in a discretionary manner.
- Problem solving ability to effectively and timely analyze and resolve issues.
- Takes on tasks and growth in learning as needed and follows through.
- Attention to detail. Perform work and calculations accurately.
- Good oral and written communication skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Verification of invoices, statements and requisitions, able to resolve discrepancies.

- Daily processing of accounts payable transactions.
- Vendor communications including W9s and 1099s ensuring municipal finances are maintained and accurate.
- Maintain organized and accurate accounts payable files and documentation.
- Verification of Daily cash reports, reconciliation, posting and tracking.
- Analyzes revenue and expenditure accounts and is able to reconcile activity to the general ledger.
- Assists in preparing financial information to assist other departments for audits, special projects and budgets.
- Support with monthly and annual processes and close.
- Ability to interpret financial ledger, documents, invoices, purchase orders.
- Assist with internal and external audit requests.
- Back up for accounts receivable, utility billing, business license.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Two years Accounts Payable, Accounting, bookkeeping. Preferably in a governmental or public sector environment.
- Proficient in Microsoft Office, Excel and standard office equipment.
- Initiative, takes on responsibility, strong work ethic.
- High School diploma / GED required.
- Associate degree in accounting, finance, business administration, or related field preferred.

#### **REQUIREMENTS:**

- Must possess a valid Missouri driver's license. Applicants must pass a background check and pre-employment drug screening.

Salary: \$3,541.36 - \$3,966.32 / Monthly

Grade: G

Full Time: Non-Exempt

The City of Excelsior Springs, MO is an Equal Opportunity Employer (EEO) and does not discriminate on the basis of age, sex, marital status, race, color, creed, mental or physical disability, religion, national origin, familial status, sexual orientation, gender identity, source of income, or any other status protected by local, state, or federal law, in the admission or access to, or employment in, its programs for activities. All interested parties are encouraged to apply!