

SUPPLY SERVICES PAYMENT CLERK (1214)

TASK LIST – 2020

Reviews Documents and Verifications

1. Verifies vendor information such as legal name, payment address, tax liability and Business Tax Registration Certificate compliance in order to process payment to the vendor.
2. Reviews invoices for correct purchase order numbers, line item descriptions and amounts, quantities and contract terms, tax amounts, various codes and disbursements in order to process payment to the vendor.
3. Verifies that commodity related orders placed by end user departments are accepted and received in the Financial Management System (FMS) sufficient to process payment to the vendor.
4. Verifies validation of accounting chart fields such as department number, fund, appropriation unit, work order and task sufficient to process payment to the vendor.
5. Reviews vendor contracts against the vendor invoice to ensure compliance with purchasing terms including pricing and discounts sufficient to process payment to the vendor.
6. Reviews vendor invoices and determines necessary actions such as creation, modification and discarding of FMS invoice documents sufficient to process payment to the vendor.

Calculations/Audits

7. Reviews calculated taxes and tax codes such as local tax rate and out of state tax rate for accuracy in order to comply with California Department of Tax and Fee Administration.
8. Computes pro-rations and other calculations such as units of measure, and partial billing as needed in order to generate the correct amount to be paid.
9. Identifies billing and purchase order discrepancies such as items not included in the contract, contract pricing, and supplemental documentation required and provides information to vendors and City personnel in order to comply with the contract.

Reports/Memos/Record Keeping

10. Composes letters, memos and emails to vendors and end users such as returning invoice to the vendor due to missing information and ordering items not included in the contract in order to resolve discrepancies between the invoice, purchase order and contract.
11. Prepares aging reports such as invoice not paid report and critical payment report in order to maintain vendor relations.
12. Maintains a wide variety of accounting and financial records such as reconciliation reports, remittance advice and vendor invoices in order to comply with City record keeping rules and ongoing litigation.
13. Provides documentation as requested by auditors in relation to invoices and checks paid through the Supply Management System (SMS) sufficient to comply with audit requests.

Vendor Liaison

14. Acts as liaison between the vendor, contract administrator, Controller's Office and end users to resolve the issues such as pricing discrepancies between the invoice and contract and verification of items received in order to process payment.
15. Submits stop payment forms and obtains vendor signatures on affidavits in order to reissue payment.

Lead Duties

16. May review and approve the work of other Supply Services Payment Clerk incumbents in order to complete the invoice processing.
17. May train and direct new employees in the unit in order to maintain the efficient operations of the Payment Services Section.
18. May act as departmental coordinator resolving complex problems such as purchase order encumbrances, purchase order residuals, receiving documents, purchase orders received and not paid, vendors' statement reconciliation, and a variety of accounts payable related problems in order to process payment.