

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/13/16

SUPPLY SERVICES PAYMENT CLERK, 1214

Summary of Duties: Performs difficult and responsible accounts payable work by reviewing and validating vendor invoices and other payment documentation, utilizing the City's procurement system. Performs general accounting practices; prepares verbal and written communications; records maintenance activities; maintains various accounting reports and files; may act as a lead in the performance of such work; and does related work.

Class Characteristics: A Supply Services Payment Clerk works under the supervision of Accountants and the Supply Services management. The work requires difficult calculations and an extensive research and verification process and is not generally subject to detailed review. However, results are appraised for general accuracy.

Supply Services Payment Clerk is distinguished from Accounting Clerk because the former requires extensive use of the City's, as well as specialized knowledge of general accounting practices and accounts payable processes whereas the latter performs related functions for a single department only as well as a wide range of other clerical accounting duties. The Supply Services Payment Clerk differs from the class of Senior Administrative Clerk in that the latter does not require specialized accounting knowledge.

Examples of Duties: A Supply Services Payment Clerk:

- Verifies vendor information for Business Tax Registration Certificate compliance;
- Reviews invoices for correct purchase order numbers, business names, remit to address and vendor codes, line item descriptions and amounts, quantities and contract terms, tax amounts, various codes and disbursements;
- Verifies that materials or services are accepted and received in the City's procurement system;
- Verifies validation of accounting chart fields;
- Reviews purchase order headers for contract and discount terms;
- Reviews calculated taxes and tax codes for accuracy;
- Compares and evaluates on-line and hard copy invoice purchase order and voucher information;
- Computes pro-rations and other calculations as needed;
- Processes credit memos;
- Composes letters and memos;
- Identifies billing and purchase order discrepancies, and provides information to vendors and City personnel;
- Audits demands for post payment modification;
- Prepares aging reports;
- Maintains a wide variety of accounting and financial records;

- Acts as liaison between the vendor and users;
- Conducts routine performance audits of moderate and difficult accounts;
- Assists co-workers in sorting, researching, preparing, and performing payment activities and system navigation;
- Accesses the procurement system to verify correct discount terms;
- Fills out stop payment forms and obtain vendor signatures on affidavits;
- Assigns control group numbers;
- Updates remit to address codes in voucher panels;
- Deletes vouchers;
- Assists in pay cycle and disbursement functions;
- May review the work of other Supply Services Payment Clerk incumbents;
- May train and direct new employees in the unit;
- May act as Departmental Coordinator resolving complex problems associated with purchase order encumbrances, purchase order residuals, receiving documents, purchase orders received and not vouchered, unmatched vouchers, vendors' reconciliation statements, and a variety of procurement related problems;
- May, in the absence of the supervisor, function as a first level supervisor.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Supply Services Payment Clerk must have the following knowledges and abilities:

Knowledge of:

- Automated procurement systems;
- The content and purpose of basic accounts payable practices and documents;
- General accounting methods, procedures and practices;
- Basic accounting terminology such as debit and credit;
- Standard office practices including filing, indexing, and cross-referencing methods;
- Methods of report preparation;
- Basic word processing, spreadsheet, and database softwares.

Ability to:

- Utilize the City's procurement system;
- Evaluate and verify payment documents for accuracy and compliance with City requirements;
- Prepare memos, letters and reports;
- Maintain audit files;
- Perform high volume data entry;
- Prioritize heavy workload;
- Make arithmetical computations with accuracy;
- Learn provisions governing the expenditure of City funds and to apply them with a high degree of accuracy;
- Deal tactfully and effectively with vendors, supervisors, and City employees.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual

basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements: One year of full-time paid experience with the City of Los Angeles in a class at the level of Accounting Clerk, performing accounts payable work.

Successful completion of a college level course in bookkeeping or accounting from an accredited college or university may be substituted for six months of the required experience.

License: A valid California driver's license and a good driving record may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.