



**CITY OF WEBSTER CITY  
JOB BAND DESCRIPTION**

**POSITION:** Budget Assistant/Accounts Payable Coordinator

**JOB – BAND CLASSIFICATION:** Senior Administrative Support/Supervisor

**Definition:** To provide a wide variety of complex administrative and technical support, relating to accounts payable functions. Position will provide assistance to the Finance Director with the overall process of preparing the City's annual operating budget, five-year Capital Improvement Budget and Capital Equipment Budget. Performs routine calculating, posting and verifying duties to obtain accurate and current accounts payable objectives. Maintenance of various reports, invoices, and files.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Assist the Finance Director in the preparation, coordination and entry of the City's annual operating budget.
- Assist department personnel with budget inquiries, proper expenditure coding, document preparation, and other accounting related activities, as required.
- Assist Finance Director and external auditors during the year end process, as required.
- Assist with inventory and asset management as directed.
- Contact for city fuel system and complete reports as needed.
- Process job orders for departments.
- Assemble, review and verify invoices and check requests.
- Set invoices up for payment, enter and upload invoices into system.
- Prepare and perform check runs.
- Post transaction to journals, ledgers and other records.
- Reconcile accounts payable transactions.
- Monitor accounts to ensure payments are up to date.
- Maintain confidentiality of work-related issues and City information.
- Research and resolve invoice discrepancies and issues.
- Maintain vendor files, scan invoices, maintain electronic files

- Correspond with vendors and respond to inquiries.
- Provide supporting documentation for audits.
- Maintain accurate historical records.
- Recommends improvements in policy and procedures.
- Provides administrative and technical assistance to other departments, as needed.
- Completes special projects as needed.
- Checks, verifies and balances statistical and other reports for accuracy, making corrections and recommendations as needed.
- May routinely develop complex computer subroutines and/or assist in the development of new programs and modules.
- Assist with customer service for utility customers as needed.
- Required to report to assigned worksite as scheduled.
- Performs other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

None

**Required Competencies:**

*Includes, but is not limited to, the following:*

- Ability to work independently with limited supervision.
- Ability to work as a team member providing support to all city departments. Establish and maintain effective working relationships with fellow employees, supervisors, directors and the general public.
- Knowledge of and ability to communicate financial and technical information, both orally and in writing and must have internet and computer proficiency. The employee also must be able to comprehend and apply state and federal laws, rules, practices, and procedures; answer questions, and advise the department on data; and make objective recommendations.
- Knowledge of principles, practices, procedures, and techniques of governmental accounting, accounts payable and municipal budget preparation.
- Ability to maintain accounts payable records and to prepare reports for supporting data.
- Ability to plan and manage time effectively to meet accounts payable and budget processing timelines.
- Ability to compile data for, complete, and file various accounts payable related reporting requirements such as Use tax reporting.
- Ability to understand complex oral and written instructions.
- Ability to analyze problems and identify alternative solutions.
- Ability to interpret and apply federal, state and local policies and regulations.
- Ability to audit internal accounting procedures and practices to ensure appropriate controls, checks and balances.

**Education, Experience and Technical Skills Required:**

High school diploma or equivalent. Post-high school education or a two-year degree with an emphasis on business, administrative or accounting studies is a plus. Specialized

knowledge is required, and is normally gained through a minimum of three to five years of transferable work experience and/or advanced education.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to complete essential functions of position. Ability to work alone as well as in a group.

**Wage Hour Status:** Non-Exempt

