



**CITY OF GLENDALE**  
 Human Resources Department  
 613 E. Broadway, Room 100  
 Glendale, CA 91206  
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Accounts Payable Technician III**

*An Equal Opportunity Employer*

**SALARY:** \$3,438.83 - \$5,276.00 Monthly

**OPENING DATE:** 05/28/18

**CLOSING DATE:** 06/11/18

**FLSA STATUS:** Non-Exempt

**EXAMINATION TYPE:** Open Examination

**PROBATIONARY PERIOD:** Six months

**PERS/PARS CONTRIBUTION:** The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

**THE POSITION**

This classification performs the most highly complex and independent accounts payable duties. Performs the day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up-to-date, and accurate manner.

**Essential functions of the job include, but are not limited to, the following:**

Performs all aspects of the accounts payable function by matching purchase orders to invoices and entering the invoices into the applicable software according to department policies, procedures, and deadlines. Identifies errors or discrepancies and timely resolves before processing.

Prepares and processes invoices and other financial documents manually or by using specialized automated software.

Prepares checks, including Automated Clearing House (ACH) transactions and electronic payments, and backup documentation. Performs a variety of financial record-keeping and reporting duties.

Prepares batches of invoices for data entry. Manages the weekly check run. Prepares vendor checks for mailing.

Reports sales/use taxes by calculating requirements on paid invoices.

Researches and resolves any outstanding balances on accounts and communicates with vendors in a timely manner. Processes and reviews accounting postings.

Compares amount of payment with amount due in order to process and pay the correct amount of the invoice. Posts invoice payments into the City's financial management software system.

Reviews invoice discrepancies in pricing, calculation and taxes. Ensures all expenditures have proper authorization to process payment.

Verifies, balances, and adjusts accounting records as necessary.

Ensures payments are posted in a timely manner.

Responds to inquiries from external vendors regarding the status of invoice payments.

Assists in the establishment of forms and procedures; accurately maintains financial records.

Sorts incoming mail or packages into categories requiring a variety of handling, routing or filing procedures. Prepares materials for mailing.

Provides exceptional customer service to internal and external customers.

Uploads and downloads processed data to/from financial institutions.

Writes, maintains, and updates the desk manual for accounts payable.

Leads and directs the work of accounts payable support staff.

Provides input regarding employee evaluations.

Drives on City business.

Ensures Department services are provided with the highest customer service and ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

## **MINIMUM REQUIREMENTS**

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

Accounts payable practices and maintenance of general ledgers.

Applicable computer software applications such as Microsoft Excel and Word.

Basic mathematical operations such as addition, subtraction, multiplication and division.

City and departmental policies and procedures.

Effective customer service practices.

English grammar usage, spelling, punctuation, and business vocabulary.

Standard accounting or bookkeeping reporting processes and procedures.

Standard bookkeeping practices.

Standard office procedures and practices.

#### **Skill in:**

Effective oral and written communications, both on a one-on-one and a group basis.

Interpersonal interactions with individuals at all levels.

Making independent judgments and decisions based on standard policy or procedure.

Organizing and prioritizing assignments.

Utilizing a variety of Microsoft Office software programs, including Outlook, Excel, and PowerPoint.

#### **Ability to:**

Conduct departmental training classes.

Detect fiscal recording errors quickly and efficiently.

Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Enter and retrieve data and formulate reports utilizing specialized computer software.

Establish and maintain smooth working relationships and effectively resolve interpersonal conflicts.

Format information such as lists, tables, documents, correspondence, etc.

Foster a teamwork environment.

Handle confidential information with discretion.  
Lead, coach, instruct and motivate employees.  
Maintain a filing system.  
Maintain a high level of accuracy in preparing and entering financial information, and performing routine repetitive tasks.  
Maintain automated purchasing records.  
Model and practice the highest standards of ethical conduct.  
Prepare spreadsheets, charts and graphs utilizing a computer and automated spreadsheet software.  
Provide clear work instruction.  
Provide exceptional customer service to the public and internal City employees.  
Provide input regarding employee evaluations.  
Read, write, communicate effectively and comprehend directions in English.  
Reconcile financial transaction records, ledgers and journals.  
Troubleshoot the financial system and exercise judgment in problem situations.  
Upload data from software systems that feed into the City's financial system.

### **Other Characteristics**

#### **Willingness to:**

Work necessary hours and times to accomplish goals, objectives, and required tasks in a timely manner.  
Assume responsibility for maintaining a safe working environment.  
Plan, initiate, recommend and carry out personnel actions.  
Work overtime as requested.

### **Experience**

Five years progressively responsible and complex accounts payable experience, including three years of lead worker experience in the same field. Three years of experience working with PeopleSoft and/or Tyler Munis financial software is highly desirable. (The City is in the process of transitioning from PeopleSoft to the Tyler Munis ERP System.)  
Public sector experience in accounts payable is highly desirable.

### **Education/Training**

An Associate's Degree in Accounting or a related field.

### **License(s) / Certification(s)**

A valid Class C California driver's license is required.

### **Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

### **SELECTION PROCESS**

The examination will consist of an evaluation, a written, and an oral, with the evaluation and written as qualifying steps, and the oral 100%. Approximately the top 14 scoring candidates who achieve a minimum passing score of 70.00% on the written exam will be invited to the further stages of the examination process. Candidates must pass each exam component with a minimum passing score of 70.00% in order to advance to the next step in the process. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting. TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable

accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.glendaleca.gov>

Job #18-00102  
ACCOUNTS PAYABLE TECHNICIAN III

### Accounts Payable Technician III Supplemental Questionnaire

- \* 1. Do you possess five years of progressively responsible and complex accounts payable experience, including three years of lead worker experience in the same field?  
 Yes    No
  
- \* 2. If your answer to #1 is yes, please provide details surrounding your applicable experience. In your response, please include your specific accounts payable responsibilities. If your answer is no, enter N/A.
  
- \* 3. Describe your experience as a lead worker providing assistance to or training other staff, particularly in accounts payable matters.
  
- \* 4. Do you possess an Associate's Degree in Accounting or a related field?  
 Yes    No
  
- \* 5. Do you possess public sector accounts payable experience?  
 Yes    No
  
- \* 6. Describe your experience working with accounting software, preferably PeopleSoft Financials and Tyler Munis. In your response, please include your level of proficiency.
  
- \* 7. Describe the most complex accounts payable related discrepancy you have encountered, and how you resolved it.
  
- \* 8. How did you FIRST learn about this position?
  - City of Glendale Website
  - Visited Human Resources in person
  - Currently a City employee
  - Friend or relative
  - Saw job posting somewhere
  - GTV6
  - Twitter
  - Other
  
- \* Required Question