

Convention Center Authority

Position Title: Accounts Payable Clerk

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| Position #: | 10654 |
| Salary Grade: | CA 03 |
| Effective Date: | |
| Revision Date: | 3/16/2016 |

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| <input type="checkbox"/> | Exempt |
| <input checked="" type="checkbox"/> | Non-Exempt |

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| <input checked="" type="checkbox"/> | Full-Time |
| <input type="checkbox"/> | Part-Time |
| <input type="checkbox"/> | Seasonal |

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| Indicate Employee Type | |
| <input type="radio"/> | Administration |
| <input type="radio"/> | Sales/Marketing |
| <input type="radio"/> | Event & Guest Services |
| <input type="radio"/> | Operations |
| <input checked="" type="radio"/> | Finance & Administration |
| <input type="radio"/> | Food & Beverage Services |

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Accountant, performs entry-level professional and analytical work involved in the field of finance, accounting and administration; processes vendor invoices for payment, tracks all purchase requisitions/orders, maintains vendor files and reconciles vendor monthly statements.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

| RESPONSIBILITIES/DUTIES | |
|-------------------------|--|
| 1. | Receives and verifies vendor invoices for payments |
| 2. | Records invoices with proper account numbers and prepares for payment |
| 3 | May interact with public vendors/upper management regarding invoicing the Music City Center and payment |
| 4 | Maintains ledgers, worksheets or other account registers; and reconciles to appropriate records |
| 5 | Performs various professional accounting functions; maintains financial records and processes transaction documents |
| 6 | Maintains vendor files, ensuring organization and accuracy |
| 7 | Prepares data processing transmittals or enters data utilizing computer to record financial transactions for accounts receivable, accounts payable, revenue collections and other related accounting functions |
| 8 | May processes daily receipts; prepare bank deposits, reconcile on-line bank statements and enter in appropriate financial computer system |
| 9 | May perform accounting, auditing, compliance, budgeting, and other related professional finance functions as assigned |
| 10 | Provides administrative support to the Finance & Administration office as needed |
| 11 | May specifically process client invoices, track deposits and invoice aging, reconcile commission statements, and make detailed journal entries regarding Accounts Receivable. |
| 12 | |
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| 17 | Perform additional duties as assigned. |

Job Evaluation Factors (Check all that apply)

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| Formal Education <i>(Minimum Required)</i> | <input checked="" type="checkbox"/> H.S. Diploma or GED required | <input checked="" type="checkbox"/> Bachelor's Degree preferred |
| | <input type="checkbox"/> Vocational or Technical School required | <input checked="" type="checkbox"/> Education/Experience Equivalent |
| | <input type="checkbox"/> Associate's Degree preferred | <input type="checkbox"/> Other: |

| | | | |
|--|---|-------------------------|---------------------------------------|
| Minimum Experience <i>(Minimum Required)</i> | <input type="checkbox"/> None | Impact On Budget | <input type="checkbox"/> Contributory |
| | <input type="checkbox"/> One to three years | | <input type="checkbox"/> Direct |
| | <input type="checkbox"/> Three to five years | | <input type="checkbox"/> Other: |
| | <input checked="" type="checkbox"/> Other: One to three years experience in a finance/accounting related position OR Bachelor's Degree in Finance or Accounting | | |

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| Decision Making <i>(level of direction & supervision)</i> | <input checked="" type="checkbox"/> Little independent judgment required |
| | <input type="checkbox"/> Judgment/discretion to make independent decisions within guidelines |
| | <input type="checkbox"/> Establish Policy & Procedures |
| | <input type="checkbox"/> Other: |

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| Problem Solving <i>(Typical level encountered over extensive period of time)</i> | <input type="checkbox"/> By reporting and/or talking to supervisor |
| | <input checked="" type="checkbox"/> Choices defined in standard work procedures/policies |
| | <input type="checkbox"/> Methods chosen before in similar situations |
| | <input type="checkbox"/> Identification and analysis of diverse problems |
| | <input type="checkbox"/> Complex, varied and only mildly related to those seen before |
| | <input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA |
| | <input type="checkbox"/> Other: |

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| External Contacts | <input type="checkbox"/> External communication is minimal |
| | <input type="checkbox"/> Regular contact with general public |
| | <input type="checkbox"/> External contacts involving difficult formal negotiations |
| | <input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations |
| | <input type="checkbox"/> Other: |

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| Supervisory Responsibility <i>(Typical level encountered over extensive period of time)</i> | <input checked="" type="checkbox"/> None |
| | <input type="checkbox"/> Authority limited to direction of temporary employees only |
| | <input type="checkbox"/> Orient/train others; may act in a lead capacity |
| | <input type="checkbox"/> Provide leadership/direction to staff on event related issues |
| | <input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results |
| | <input type="checkbox"/> Overall responsibility to provide direction and guidance |
| | <input type="checkbox"/> Other: |
| Number of Direct Reports: None | |

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| Job-Related Knowledge <i>(knowledge of...)</i> | <input checked="" type="checkbox"/> Basic skills in oral/written communication | <input type="checkbox"/> Microsoft Publisher |
| | <input checked="" type="checkbox"/> Microsoft Word | <input type="checkbox"/> AutoCad |
| | <input checked="" type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Financial Management |
| | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Administrative principles/practices |
| | <input type="checkbox"/> Microsoft Access | <input checked="" type="checkbox"/> Computers |
| | <input checked="" type="checkbox"/> Microsoft Outlook | <input checked="" type="checkbox"/> Other: Filing & Bank reconciliation experience |
| | <input checked="" type="checkbox"/> General knowledge of general ledger accounting, accounts payable and accounts receivable procedures | <input checked="" type="checkbox"/> Ability to analyze information and draw accurate conclusions |
| | <input checked="" type="checkbox"/> Ability to exercise independent judgment in interpreting and applying procedures to specific cases | <input checked="" type="checkbox"/> Ability to perform accurate arithmetical computations |
| | <input checked="" type="checkbox"/> Strong attention to detail and ability to multi-task is an asset | <input checked="" type="checkbox"/> Highly organized |

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

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| Working Conditions | | Physical Effort | |
| <input checked="" type="checkbox"/> Office, computer room | <input type="checkbox"/> High noise environment | <input checked="" type="checkbox"/> Typically sitting at a desk or table | <input checked="" type="checkbox"/> Lifting 11-25 lbs |
| <input type="checkbox"/> Service Areas | <input type="checkbox"/> High dust, dirt, grease environment | <input type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Flexible work schedules | <input type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Bending, crouching, stooping | <input type="checkbox"/> Using Power Tools |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Running, climbing | <input type="checkbox"/> Using Pallet Jack |
| <input type="checkbox"/> Travel Required | <input type="checkbox"/> Outdoor exposure to weather | <input type="checkbox"/> Intermittently sitting/standing/walking | <input type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers | <input type="checkbox"/> Requires Pre-employment Physical | <input type="checkbox"/> Climbing ladders/scaffolds | <input type="checkbox"/> Using Forklift |
| | | <input type="checkbox"/> Lifting 10 lbs or less | <input type="checkbox"/> Driving CCA Vehicle |

Employee Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

For HR Use Only (Do not write below this line):