## **Convention Center Authority**

Position Title: Accounts Payable Clerk

			]					Indicate Employee Type
Positi	on #:	10654			Exempt		] Г	O Administration
				<b>V</b>	Non-Exempt			Sales/Marketing
Salary	/ Grade:	CA 03	'		•		•	O Event & Guest Services
	<u> </u>							<ul> <li>Operations</li> </ul>
Effect	ive Date:			7	Full-Time		1	Finance & Administration
					Part-Time			<ul> <li>Food &amp; Beverage Services</li> </ul>
Revis	ion Date: 7/	7/20/2017			Seasonal			
POSIT	TION SUMMARY: In	a few sen	] tences, briefly de	scribe the p	orimary function an	d purpose of position	on.	
Under	the direction of the A	ccountant,	performs entry-lev	el professio	nal and analytical wo	ork involved in the field	d of finance, a	ccounting and administration; creates
			icipates in cash ha	ndling proce	esses; creates invoice	es; reconciles deferre	ed revenue acc	counts and commission statements;
and m	akes detailed journal	entries.						
								nt for which the position is
		ed is the e	stimated percenta	age of time	spent on performir	ng the tasks. This is	suggested, I	but not required for Exempt
positi	ons.							
				RI	ESPONSIBILITIES/E	OUTIES		
1	Receives and records daily deposits, identifying the source and correct posting account							
2	Creates various invoices for services provided and records recievables in the accounting system							
3								
	,	7	, , , , , , , , , , , , , , , , , , , ,					, , , , , , , , , , , , , , , , , , , ,
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							
				,				
	Maintains various files							
Prepares data processing transmittals or enters data utilizing computer to record financial transactions for accounts receivable, accounts payable, revenue								
7 collections and other related accounting functions								
8	Processes daily receip	pts; prepar	e bank deposits, re	econcile on-	line bank statements	and enter in appropr	iate financial c	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	Perform additional duties as assigned.							
12								
13								
14								

15 16

		Job Evaluation Factor	s (Check all that apply	')					
Formal Education	<b>V</b>	H.S. Diploma or GED required	<b>V</b>		Bachelor's Degree preferred				
(Minimum Required)		Vocational or Technical School required	<b>▽</b>		Education/Experience Equivalent				
		Associate's Degree preferred			Other:				
Minimum		None	In	npact					
Experience		One to three years	р.	On					
(Minimum Required)		Three to five years	БС	udget	t ☐ Other:				
		Other: One to three years experience in a finance/accounting r	elated position OR Bachelor's	Degre	e in Finance or Accounting				
Decision Making	<b>V</b>	Little independent judgment required							
(level of direction & supervision)									
Other:									
Problem Solving (Typical level encountered over	☑	By reporting and/or talking to supervisor							
extensive period of time)	~	Choices defined in standard work procedures/police	eies						
	<u></u>	Methods chosen before in similar situations							
		Identification and analysis of diverse problems							
		Complex, varied and only mildly related to those se Requires understanding/evaluation of impact upon							
		Other:	IIIe COA						
External Contacts	✓	External communication is minimal							
		Regular contact with general public  External contacts involving difficult formal negotiati	one						
		Effectively deal with diverse groups and organization							
		Other:							
Supervisory	☑	None							
Responsibility (Typical level encountered over									
extensive period of time)		Orient/train others; may act in a lead capacity Provide leadership/direction to staff on event related issues							
		·	pervise multiple functions, with full responsibility for effective operation & results						
		Overall responsibility to provide direction and guidance							
		Other:							
		Number of Direct Reports: None							
Job-Related	<b>V</b>	Basic skills in oral/written communication			Microsoft Publisher				
Knowledge	<u>_</u>	Microsoft Word			AutoCad				
(knowledge of)	<b>V</b>	Microsoft Excel			Financial Management				
		Microsoft PowerPoint			Administrative principles/practices				
		Microsoft Access		<b>Z</b>	Computers				
	<b>2</b>	Microsoft Outlook		☑	Other: Filing & Bank reconciliation experience				
	<b>√</b>	General knowledge of general ledger accounting, a payable and accounts receivable procedures	accounts	V	Ability to analyze information and draw accurate conclusions				
	<b>V</b>	Ability to exercise independent judgment in interpre	etina	~	Ability to perform accurate arithmetical				
		and applying procedures to specific cases	Surig		computations				
	V	Strong attention to detail and ability to multi-task is	an asset	7	Highly organized				
		•							
		WORKING CONDITIONS/PHYSICA	L EFFORT: (Check all	l that	apply)				
	Physical Effort								
☑ Office, computer roo	om		Typically sitting at a desk		_				
☐ Service Areas ☐ Flexible work sched	ulec	☐ High dust, dirt, grease environment ☐ Exposure to moving machinery ☐	Typically standing or walk Bending, crouching, stoop		☐ Lifting 25 lbs or more ☐ Using Power Tools				
☐ Valid TN Driver's Lid		□ Exposure to moving machinery □ Exposure to chemicals □		hirid	☐ Using Power Tools ☐ Using Pallet Jack				
☐ Travel Required	20.100	Outdoor exposure to weather	. 0,	g/walkii	3				
☐ Exposure to Custom	ners	Requires Pre-employment Physical		-	☐ Using Forklift				
			Lifting 10 lbs or less		☐ Driving CCA Vehicle				

Employee Pri Name/Date	<u></u>	Date:
	I have read and understand the job requirements.	
Employee's S	signature	
Supervisor Pr	rint Name:	Date:
Supervisor's	Signature:	Title:
Copies to:	Employee Department Director Personnel File	
For HR Use O	only (Do not write below this line):	