



SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Accounts Payable Clerk

SALARY: \$17.81 - \$21.14 Hourly

DEPARTMENT: Finance

OPENING DATE: 05/30/19

CLOSING DATE: 06/12/19 11:59 PM

DESCRIPTION:

The purpose of this position is to perform general accounting/accounts payable support for the assigned department. This is accomplished by processing and recording invoices, bills, receipts and reports; updating financial records; posting journal entries; reconciling account statements; maintaining vendor accounts; maintaining record retention of related accounts payable activities. Other duties may include sorting and distributing mail, filing, assisting and directing incoming calls and visitors and other clerical duties as assigned.

EXAMPLES OF DUTIES:

- Performs accounts payable activities; processes purchase order invoices; processes invoices with general ledger and cost center assignments in a computerized system; reviews invoices for accuracy of price, sales tax and vendor information; sorts and files invoices; reconciles and posts journal entries and reviews for accuracy, and inputs company credit card account in a computerized system.
- Contacts and coordinates with procurement staff and vendors to research outstanding invoices; review statements; correct vendor remittance information; respond to vendor inquiries; retrieve invoice copies from e-mail, fax and online accounts.
- Performs regular and off-cycle check runs, processes third party checks; complies, records, sorts and prepares payment proposals for grant funded invoices; execute capital and operating funded proposals; copies and matches checks to invoices.
- Maintains accounts payable records; scans back-up check copies; files; creates folders; maintains archives, and provides assistance in other clerical duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED equivalent.

Experience: A minimum of one (1) year of clerical or administrative experience.

SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and supplemental questionnaire is required for this position. Applications and job announcements are available through our website at www.sacrt.com.

Completed employment application and supplemental questionnaire must be submitted to the Human Resources Department not later than Wednesday, June 12, 2019 at 11:59 p.m. RT does not accept late applications and will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The

Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

THIS POSITION FALLS UNDER THE ATU LOCAL 256 COLLECTIVE BARGAINING UNIT.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com>

Position #60005374
ACCOUNTS PAYABLE CLERK
YH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Accounts Payable Clerk Supplemental Questionnaire

- * 1. Describe, in detail, your experience in: Accounts payable activities, processing purchase order invoices, processing invoices with general ledger. In your response for each, include your job title, the employer and length of time you performed this work.

- * 2. Describe your experience reconciling account statements and posting journal entries. In your response, include your job title, the employer and length of time you performed this work.

- * 3. Describe any experience you may have in maintaining vendor accounts and/or maintaining record retention of accounts payable activities. In your response, include your job title, the employer and length of time you performed this work.

* Required Question