

Date posted: September 17, 2026

Pay: From \$18.79 per hour

Job description:

POSITION SUMMARY

Under the supervision of the Accounting Specialist, the Accounts Payable Technician is a non-exempt position under FLSA and performs payroll, bookkeeping, accounting, and general clerical duties. Responsible for processing payroll and maintaining the petty cash checkbook. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Regular attendance is required.

ESSENTIAL FUNCTIONS

The following are the essential functions of this position. This is not an exhaustive list of job responsibilities and; therefore, other duties may be assigned.

- Prepares bi-weekly and monthly payroll; prepares and submits related payroll tax reports.
- Prepares daily deposits.
- Processes city credit card purchases, tracks receipts and posts to the appropriate accounts.
- Maintains petty cash account, records and reports.
- Assists with processing invoices to be paid and mails remittance copies and payments after processed.
- Prepares monthly court reconciliation and report to State Treasurer.
- Produces monthly reports.
- Processes franchise fee and miscellaneous tax ACH payments.
- Prepares and maintains vendor Sales Tax Exemption Certificates and W-9's.
- Maintains and balances the petty cash box.
- Prepares vendor Sales Tax Exemption Certificates.
- Follows department policies and procedures.
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Serves as back up for front office;
- Notarizes documents.
- Registers Voters.
- Assists other departments.
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Two to three years of similar or related experience is required. Expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A technical degree or some college credit in accounting or general business is preferred; a high school diploma or equivalent is required.

Technical Skills: A working knowledge of computers, mathematics, bookkeeping, and office procedures is required. Must operate computers, printers, calculators, photocopiers, and other office equipment. Must perform data entry, perform word processing duties, maintain accuracy, perform multiple tasks, and read and interpret reports, financial statements, written instructions, and other official documents. Should possess strong public relation, organizational, and accounting skills, and oral and written communication skills in English. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the City. Must accurately make change.

Problem Solving: Occasional independent problem solving. Encounters problems with billing errors, miscoded account numbers, and incorrect invoices, verifying accuracy and receipt of contents of invoices.

Decision Making: Occasional independent decision making. Makes decisions about prioritizing daily work assignments, working under strict deadlines, maintaining personnel records according to legal requirements and performing daily duties in the most efficient manner. Decisions often made in stressful situations.

Supervision: Works under the direction of the Accounting Specialist. Has no supervisory responsibilities.

Financial Accountability: Responsible for some department resources and is required to be bonded. Does not participate in the annual budget process.

Personal Relations: Frequent contact with the general public, co-workers, Department Heads, and supervisory personnel.

Working Conditions: No adverse working conditions. Working in an office setting with a computer is the primary aspect of this position. Works with the general public including angry and upset people.

Physical Requirements: Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to walk. Must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must safely operate a vehicle.

If you have any questions, please call Amanda Diaz at 316.529.5900.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person