

RESOLUTION NO. 19-099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR ACCOUNTS PAYABLE
SPECIALIST I

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **ACCOUNTS PAYABLE SPECIALIST I** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **ACCOUNTS PAYABLE SPECIALIST I**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **ACCOUNTS PAYABLE SPECIALIST I**, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

EXHIBIT NO. 01

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 14th day of May, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-099 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14th day of May 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

CITY OF CARSON
Class Specification

City Council Reso. No: 06-144 19-XXX
Bargaining Unit: AFSCME Local 809
FLSA: Non-exempt

CITY OF CARSON
Class Specification

City Council Reso. No: 06-141
Bargaining Unit: AFSCME
FLSA: Non-Exempt

ACCOUNTS PAYABLE SPECIALIST I

Job Summary:

Under the direction of an assigned supervisor, performs routine accounting work related to the preparation, processing, and maintenance of financial records for accounts payable. The Accounts Payable Specialist I is the entry-level classification in the two-level series. Incumbents perform routine, semi-complex and varied accounts payable duties, which requires general knowledge of accounts payable procedures. ~~The Accounts Payable Specialist II performs difficult and complex accounts payable responsibilities, which require substantial knowledge of City accounting and accounts payable procedures.~~ The Accounts Payable Specialist II performs difficult and complex accounts payable responsibilities, which require substantial knowledge of City accounting and accounts payable procedures.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

- ~~1.~~ 1. Maintains a large, established accounts payable system affecting all City departments.
- ~~1-2.~~ 2. Prepares, ~~and~~ maintains, and ensures accuracy of records for assigned vendor accounts and a variety of related reports, logs, and listings.
- ~~2-3.~~ 3. Whenever applicable, ensures that there is a valid and duly executed contract or agreement prior to processing and release of payments.
- ~~3-4.~~ 4. Reviews and balances encumbrances and adjusts as appropriate.
- ~~4-5.~~ 5. Reviews and verifies accuracy of invoices, vouchers, bills, statements and related documents prior to processing and release of payment.
- ~~5-6.~~ 6. Audits invoices against purchase orders, ~~traces~~ and ~~then~~ rectifies any discrepancies.
- ~~6-7.~~ 7. Assembles corrected and verified accounts payable documents to be used for computer input and performs data entry ~~to produce checks.~~
- ~~7-8.~~ 8. Makes adjustments to correct errors and misclassified transactions; posts to ledgers, journals, and registers.
- ~~8-9.~~ 9. Produces, sorts, and distributes checks.
- ~~9-10.~~ 10. Verifies various accounts payable reports leading to the preparation and submission of the demand register resolution and accounts payable detail reports.
- ~~10-11.~~ 11. Interprets and applies accounting rules and regulations.
- ~~11-12.~~ 12. Provides information and assistance to vendors, outside agencies, and City employees.
- ~~12-13.~~ 13. Participates in system procedures modifications.
- ~~13-14.~~ 14. Maintains confidentiality of information and records.
- ~~14-15.~~ 15. Provides work direction and guidance to others as assigned.
- ~~15-16.~~ 16. Operates a variety of office machines including computer and related software, calculators, typewriters, ten-key adding machines, and copiers.
- ~~16-17.~~ 17. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or GED and completion of business, bookkeeping, or accounting coursework and three (3) years of full-time, paid accounting clerical experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- General recordkeeping and bookkeeping practices.
- Accounts payable methods and procedures.
- Basic accounting principles, practices, and procedures.
- Reporting formats and terminology.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communications skills.
- Modern business office practices and procedures, including filing systems.
- Applicable codes, regulations, and policies.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware, and other office machines.
- Principles and practices of providing work direction to others.

Skill and/or Ability to:

- Read, interpret, apply, and explain rules and regulations related to accounts payable.
- Apply bookkeeping and financial record keeping principles to the accurate maintenance of complex and specialized fiscal and accounting records.
- Learn office policies, procedures, and practices.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records and prepare clear and concise reports.
- Prepare and maintain accounts payable records and reports in electronic format.
- Operate office equipment such as calculator, computer, and related software.
- Perform computer data entry rapidly and accurately.
- Understand and carry out instructions.
- Establish and maintain effective working relationship with others.
- Work confidentially with discretion.
- Effectively communicate orally and in writing.
- Comply with reporting deadlines.

License:

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which is primarily sedentary.
- Require to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work evening and/or weekends.

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