



City of Milford Accounts Payable Coordinator

Pay Grade: 5

Employment Status: Full- Time

FLSA Status: Non-Exempt

Experience Required: Two (2) years' accounting experience, including one involving maintenance of fiscal accounts and financial records; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training; must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Finance Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: The Accounts Payable Coordinator performs complex professional accounting tasks, including verifying and processing all incoming bills for City departments. This role also manages all City cell phone accounts and performs advanced administrative and clerical activities to assist the Finance Director and department in facilitating financial and operational procedures. The position focuses primarily on administrative responsibilities rather than clerical or secretarial support.

The Accounts Payable Coordinator upholds the City's mission, vision, and values through ethical conduct, community stewardship, initiative, and responsive service.

Supervision Received: Work is performed under the general supervision of the Finance Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- **Accounts Payable Management:** Conducts pre-audit examinations of bills, travel reimbursement requests, vendor invoices, and other financial and purchasing documents to verify arithmetic accuracy, dates, proper supporting documents, legality, and correct coding. Maintains encumbrance logs. Reviews and prepares bills for invoicing on the computer for weekly check runs. Files all paid invoices weekly.
- **Administrative & Clerical Coordination:** Coordinates the administrative and clerical functions of the department, including determining proper workflow, setting priorities, establishing filing and record-keeping systems, and maintaining equipment. Tracks and monitors office inventory, arranging for necessary purchases. Composes and types letters, forms, memoranda, and reports. Copies materials, maintains filing systems, and sorts and distributes mail.
- **City Cell Phone Administration:** Administers City cell phone accounts, including troubleshooting issues, ordering cell phones, and monitoring plan usage.
- **Data Compilation & Reporting:** Prepares complex forms, informational and statistical reports, and other documents by determining required data, gathering, and verifying information from various sources, and formatting data accurately.
- **Budget Support:** Assists in monitoring the City's budget by compiling budgetary information from divisions or work units, entering data into appropriate accounts, and generating reports for supervisor review. Reviews purchase requisitions received from City departments.



City of Milford Accounts Payable Coordinator

Pay Grade: 5

-
- **Customer Service:** Receives and responds to complaints, concerns, and inquiries by providing routine and confidential information requiring discretionary judgment and knowledge of departmental policies and procedures. Refers issues to the appropriate party for resolution and follows up to ensure results.
 - **Accounting Support:** Performs additional accounting functions, including working with spreadsheets and budgets.
 - **Other Duties:** Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Bookkeeping principles and practices.
- Modern office practices and procedures.

Skills

- Makes accurate and rapid arithmetic calculations.
- Usage of common office machinery.
- Attention to clerical details.

Abilities

- Prepares accurate financial and statistical reports.
- Learns the operation of micro or minicomputer equipment.
- Communicates effectively orally and in writing.
- Establishes and maintains effective working relationships.



City of Milford
Accounts Payable Coordinator
Pay Grade: 5

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.

- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
