



City of Irving Job Description

CVB Senior Accounting & Purchasing Assistant

FLSA Status:	Non-Exempt	Job Department:	Irving Convention & Visitors Bureau (ICVB)
Job Code:	11702	Reports To (Job Title):	CVB Accounting & Budgeting Director

PURPOSE

To perform a variety of advanced accounting support duties for the ICVB, which include preparing accounts payable and accounts receivable, analyzing and reconciling invoices, and preparing reports. This position is responsible for processing requisitions to procure supplies, goods, equipment and/or services under \$50,000 for the ICVB, which includes developing specifications, analyzing bids, and preparing recommendations for selection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Prepare, process, and match purchase orders and invoices, which includes item receiving, entering data into electronic tracking system, verifying vendor information, and expediting payments.
- Prepare and post purchase orders and change orders.
- Prepare DDRs for accounts payable checks and codes to correct account; Monitor payment due date on invoices to ensure payment is made timely.
- Process and print accounts payable checks and reports; Prepares checks for distribution; Distributes/mails checks according to instruction.
- Maintain spreadsheet and database tracking files, which includes preparing various monthly reports and project reports.
- Procure goods and services, which includes developing specifications, researching vendor lists to determine best qualified firms, and soliciting and analyzing bids.
- Communicate and correspond with vendors.
- Assist in managing the ICVB Business Development Incentive Program, which includes verifying data on paperwork, verifying data in database, preparing purchase orders, contacting clients and hotels for information, reconciling reports.
- Exercise initiative and judgment when contacting vendors and staff to resolve discrepancies on purchase requests and invoices, resolving issues with staff, hotels, and clients, and resolving complaints.
- Prepare accounts receivable invoices and monitors receipt of payments; investigate delayed payments; Prepare and maintains accounts receivable report.
- Post journal entries in financial accounting system.
- Post and maintain vendor data in financial accounting system; obtains IRS W-9s.
- Prepare and reconcile annual 1099 vendor report.
- Reconcile petty cash fund.
- Assist with coordination of retirement of City assets and records.
- Maintain filing systems to support duties.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide administrative support to accounting staff as needed (researching, filing, copying).
- Assist in processing of Open Records requests.
- Make deliveries and runs errands as needed.
- Act as relief receptionist, which includes answering multi-line telephone, transferring calls and taking messages, greeting visitors.
- Provide assistance to the other administrative team members in the case of absences or excessive workload to further the overall mission/objectives of the Bureau.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Although this position has no direct budget responsibility, it regularly assists the CVB Accounting & Budgeting Director in monitoring account balances for the \$10 million dollar ICVB budget.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- High school diploma or equivalent required.
- Related college or vocational training *preferred*.

EXPERIENCE

- At least five (5) years of experience in the accounts payable field.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, general ledger, accounts payable and accounts receivable.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Systems: Administrative and clerical procedures and systems such as spreadsheet and word-processing systems, and filing and records management systems.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the MS Office Suite, Adobe DC.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as SimpleView and Banner HRIS software.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- Data Entry: Accurately entering information using a computer keyboard into multiple software packages.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, such as routine reports and correspondence.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

Internally, this position has daily contact with all levels of ICVB and Convention Center staff, as well as, daily contact with administrative team, sales team and marketing team members. Additionally, frequent contact with other City of Irving staff. Externally, this position engages weekly with vendors and ICVB clients. When acting as a relief receptionist, it has frequent contact with citizens and visitors.

EQUIPMENT AND PROPERTY

This position utilizes a computer, tablet, smartphone, scanner, printer, copier, office phone, office machinery, 10-key adding machine, and/or vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

A complete range of movement/activity is required in the position including but not limited to: balancing, carrying, climbing, crawling, grasping/handling/feeling, kneeling, lifting (up to 25 lbs.), listening, pulling or pushing, reaching, running, seeing, sitting, standing, stooping, talking, walking, etc. Additionally, driving or riding in a vehicle, and flying in an airplane may be required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The typical work environment is an environmentally-controlled business office with weekday hours in the range of 7 a.m. to 7 p.m., with the potential for earlier mornings, later evenings and weekends. There are occasions when, in order to perform your job, you may have to work in a confining space, dirty environment, extreme temperatures or weather conditions, air contamination (strong odors, smoke, etc.), improper illumination, noise, etc.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.