

# City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Accounts Payable Specialist** for the City of Las Vegas Finance Department.

**Entry Level:** Per Pay Plan – \$10.86

**Nature of Job:** This position involves varied and moderately complex data processing and clerical work. Work involves the application of data processing in the maintenance of a standard set of accounts and the performance of related clerical tasks. Duties include maintaining all accounts payable records and the preparation of reports. Ensures that disbursements from the City accurately reflect goods and services received and are appropriately authorized. Controls timing of payments so as to ensure that the city makes the most effective use of its available funds. Provides accurate and timely accounting information on disbursements to permit effective budgetary control of departmental operations. Provides an accurate year-end record of accounts payable and the fund balance reserve for encumbrances, for the purpose of annual financial reports. Deals effectively with the general public and City departments. Contacts governmental, private or individuals for information necessary to processing work. Gathers data from financial records and prepares reports for management or others. Makes recommendations on revisions or modifications to the accounting system. May train personnel for cross-training purposes. Will be required to perform other related functions. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** High school diploma or equivalent supplemented by two years of any type of financial experience in an business environment. Valid NM Driver's License and must insurable by the City's insurance carrier. Experience in inventory, accounts payable, general Procurement Code.

**Posted:** General Public: August 1, 2016 thru August 8, 2016

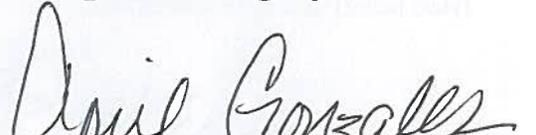
**General Public:** Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**



---

Richard R. Trujillo, City Manager



---

Human Resource Manager