

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Accounts Payable Clerk

Corporate Headquarters

General Accounting Department

A. Duties:

Under direct supervision, review and terminal-enter various payment requests to process proper payment.

Perform duties such as:

1. Review payment requests, including credit memoranda, for accuracy and completeness of account classification, codes, unit prices, approval authorization, etc.
2. Review and properly match invoice items to the proper purchase order line item.
3. Prepare Accounts Payable Voucher Processing Form with data required, such as proper vendor number and voucher number.
4. Determine proper accounting period for each payment request.
5. Perform batching and terminal-entry of required information for various payment requests, and maintain batch entry reports as required.
6. Correct entry-balancing errors for vouchers and batches.
7. Review photocopies of payment requests verifying that a prior request has not been processed.
8. Prepare transmittals for approval-type invoices.
9. Obtain information necessary to properly process incorrect or incomplete payment requests by contacting appropriate personnel.
10. Respond to inquires on payment status, including vendor statements.

11. Review and release processed payment requests after verifying selected items such as vendor number, bank number, gross amount, and authorization.
12. Review and obtain information necessary to resolve items reported on the Invoices Held Report, except for items on hold due to approval routing.
13. Review and process Manager's Working Fund stubs and supporting papers.
14. Review daily processing of canceled drafts.
15. Prepare departmental reports, and reconcile freight and Manager's Working Fund.
16. Maintain recurring payment registers. Prepare and process related voucher requisitions.
17. Prepare and process corrections of non-complex nature such as correcting account distribution, NOE codes, and invoice quantity.
18. Prepare regular journal entries and supporting detail.
19. Receive and relay messages.
20. Maintain neat and orderly records and files.
21. Perform duties in accordance with the Company's procedures, practices, and safety rules.
22. Report irregularities and abnormal conditions.
23. Direct the work of one or two employees assigned to assist.
24. Assist in the training of other employees.
25. Perform similar or less skilled work in this classification or, when the diversity of work load requires, perform similar or less skilled work in equal or lower classifications.

B. Qualifications:

Meet the Company's requirements as to General Qualifications, and meet the following:

1. High school education or the equivalent, supplemented by courses in accounting.
2. Four (4) months' experience as an Accounting Clerk, or the equivalent.
3. Have satisfactorily performed the duties of an Accounting Clerk, or the equivalent.
4. Have a working knowledge of accounting routines and general office practices and procedures.
5. Have a working knowledge of the Uniform System of Accounts.
6. Have the ability to communicate effectively by telephone, memo, or letter.

Approved by the Company and the Union
December 2, 1992 ?

Job No. 2027