

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Senior Accounts Payable Clerk

Corporate Headquarters

General Accounting Department

A. Duties:

Under general supervision, perform accounting duties of a complex nature.

Perform duties such as:

1. Route transmittals on approval-type invoices, maintain related pending file, review returned approved invoices and update records if needed. Prepare related journal entries.
2. Process gasoline and diesel fuel invoices for payment.
3. Prepare and/or process corrections of a complex nature such as Indiana Gross Income Tax refunds.
4. Investigate and take necessary corrective actions for items in reports such as Apparent Duplicate Payment Report.
5. Originate journal entries and supporting detail.
6. Receive and relay messages.
7. Maintain neat and orderly records and files.
8. Perform duties in accordance with the Company's procedures, practices, and safety rules.
9. Report irregularities and abnormal conditions.
10. Direct the work of one or two employees assigned to assist.
11. Assist in the training of other employees.

12. 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. One (1) year, three (3) months' experience as an Accounts Payable Clerk.
2. Have satisfactorily performed the duties of Accounts Payable Clerk.
3. Have a thorough knowledge of the Uniform System of Accounts.
4. Have a thorough knowledge of accounting routines and general office practices and procedures.
5. Have ability to communicate intelligently by phone, memo, and letter with personnel in other departments of the Company.

Approved by the Company and the Union
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Job No. 2321