



**Job Title: Accounts Payable / Encumbering Clerk**

**Benefits:** Health, Dental, Life, Retirement

**Department:** Finance

**Reports To:** Assistant City Clerk/Treasurer, City Clerk/Treasurer

**Employment Type/FLSA Status:** Full-time Non-Exempt

**Salary Range: \$17.00 – \$21.00 per hour,** depending on qualifications and experience

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**Position Summary:**

The Accounts Payable/Encumbering Clerk is responsible for processing all payments and encumbrances for the City in a timely and accurate manner. This position ensures compliance with Oklahoma's municipal finance laws and general auditing standards. The role requires key attention to detail and effective communication with department heads and senior staff to ensure that the City's finances are being expended in a transparent, effective, and ethical manner.

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**Essential Duties and Responsibilities:**

**Accounts Payable:**

- Process and verify invoices, requisitions, and purchase orders from all departments.
- Match purchase orders with invoices and ensure proper approvals are in place before final payment.
- Maintain vendor files and ensure accurate W-9 and 1099 documentation.
- Reconcile vendor accounts and respond to vendor inquiries in a professional and courteous manner.
- Assist with year-end closing activities, including preparation for annual independent audits of the City's financial statements.

**Encumbering:**

- Record and monitor budget encumbrances in the city's financial system.
  - Diligently confirm budget availability before approving purchases.
  - Track open purchase orders and communicate with department heads and vendors when needed.
  - Effectively assist department heads in understanding budget impacts of encumbered and unencumbered funds within the City and Utility Authority's budget
  - Maintain compliance with Oklahoma's municipal purchasing and open records laws.
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**Minimum Qualifications:**

- High school diploma or GED required. Associate degree or coursework in accounting, business, or public administration preferred.
  - At least 2 years of experience in accounts payable, accounting, or municipal finance is strongly preferred.
  - Working knowledge of basic accounting principles and government fund accounting.
  - Proficiency in Microsoft Excel and other Microsoft Office software products and standard office equipment.
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**Knowledge, Skills, and Abilities:**

- Commitment to ethical conduct, accuracy, and transparency in public financial management is a must for public trust and is a minimum requirement for the successful performance of this position.
- Handle stress effectively and maintain professionalism and tact when communicating with vendors, department heads, and residents.

- Ability to work independently and proactively.
- Strong attention to detail and organizational skills.
- Ability to maintain professionalism and proficiency in the handle of critical financial information
- Effective communication skills, both verbal and written.
- Ability to manage multiple tasks and meet deadlines with minimal supervision.

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**Working Conditions:**

- Primarily indoor office environment.
- Standard working hours, with occasional extended hours during audit or fiscal year-end periods.
- May require occasional lifting of files or office equipment (up to 25 lbs.).

**How to Apply:**

Applicants should complete the following required items:

- General Employment Application (available at <https://cityofnoble.org/departments/human-resources>)
- Resume

When all required items are complete, applicants may submit in the following manner:

- **Mail** to City of Noble, Attn: City Manager, PO Box 557, Noble, OK 73068
- **Email** to [r.porton@cityofnoble.org](mailto:r.porton@cityofnoble.org)
- **Deliver** to Noble City Hall at 304 S. Main St., Noble, OK

Selected applicants must pass background investigation. Position is open until filled. The City of Noble is an EOE.