



Code: 1576

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: CHIEF VOUCHER EXPEDITER

CHARACTERISTICS OF THE CLASS

Under general supervision, processes and supervises the processing of payments and the monitoring of expenditures to ensure that municipal finances are accurate and up to date, and that vendors and suppliers are paid within established timeframes, and performs related duties as required

ESSENTIAL DUTIES

- Supervises the data entry of invoices and participates in the processing of vendors' invoices for payment
- Conducts research of contract agreements, invoices and supporting documents to verify if item codes, remittance addresses, voucher numbers, funding strip codes and contract data are accurate and covered and whether requested cost are valid based on quantity requirements and agreed discounts
- Compiles invoices and support documents for packaging by date, vendor name and remittance address and verifies that corresponding receiving reports are consist specifically in areas pertaining to cost, items and quantity before submitting to the Comptrollers office for payment processing
- Supervises and monitors the maintenance of files containing reports, contracts and invoices
- Checks figures for accuracy prior processing vouchers and approving vendor invoices for payment
- Troubleshoots invoice problems conferring with vendors and department managers to resolve payment issues
- Interprets and communicates purchasing procedures and regulations to department managers

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience in processing and auditing vendor invoices and purchase orders for payment of which one year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- Supervisory methods, practices and procedure*applicable mathematical principles and applications
- *applicable computer software packages (e.g., accounting software, data management software) and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Knowledge of Oracle applications

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July, 2011