



**Code: 1501**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: CENTRAL VOUCHER COORDINATOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs centralized payment processing functions within the Department of Finance for city-wide service and commodity purchase orders, and performs related duties as required

### **ESSENTIAL DUTIES**

- Processes requests from operating departments to pay vendors for goods and services rendered to city-wide operating departments
- Reviews vendor invoices to ensure that they are batched by contract vendors and that corresponding receiving reports are consistent specifically in areas pertaining to cost, items and, quantity
- Reviews invoice packets to determine if full or partial payments are being requested based on the extent of goods or services that were received
- Verifies the accuracy of remittance addresses, voucher numbers, funding strip codes and contract data by comparing invoices with purchase order information in the city Financial Management and Purchasing System (FMPS)
- Enters batch codes, purchase description, invoice control numbers and total batch amounts to be paid per vendor to create payment records that validate payment transaction through FMPS
- Approves invoice payments by generating voucher documents once the availability of funds have been verified and that procured items are verified as covered by an existing, valid contract agreement
- Organizes and packages voucher documents, invoices and support documents by date, vendor name and remittance address for dissemination and imaging for record keeping purposes
- Provides a brief description of problems and places a Hold on invoices with discrepancies, and escalating those that don't meet established payment processing requirements to the Exception Invoice Processing unit for investigation and resolution

**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**

- One year of work experience in processing invoices and purchase orders for payment.

#### **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:

- 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, and regulations

**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
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

- 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
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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.

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City of Chicago  
Department of Human Resources  
December, 2010