



Code: 1501

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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.

City of Chicago
Department of Human Resources
December, 2010