



Vacancy Announcement
Accounts Payable and Disbursements Coordinator
Open Until Filled
Payrate: \$18.25 per hour (increase after 6 month probationary period)

The City of Wheeling is in search of an Accounts Payable and Disbursements Coordinator to provide support and service to the Finance Department. Under the direction of the Assistant Finance Director, the Accounts Payable and Disbursements Coordinator will provide advanced level clerical accounting and financial record keeping activities involving the preparation, processing, and maintenance of the City's accounts payable and capital assets.

- Coordinates and maintains the City-wide accounts payable process and related tasks.
- Audits invoices against purchase orders and demands, initiated on a City-wide basis.
- Verifies available balances, researches discrepancies, prepares payment requests and checks, and verifies account numbers and payee.
- Researches and answers vendor inquires/related questions and employee and department questions regarding the status of accounts and payments.
- Responds to questions from departments regarding account numbers, balances and correction of posting errors.
- Assists in the management of capital assets, including but not limited to acquisitions, disposals, and depreciation.
- Maintains the fixed assets fund.
- Performs related duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- Associate's degree in Accounting, Finance or Public Administration (Bachelor's degree strongly preferred) or closely related area with an emphasis in governmental or public accounting.
- Three (3) years of experience in public or governmental accounting.
- An equivalent combination of experience and education which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications.
- Sound knowledge and use of technology with specific experience and knowledge in Microsoft Office products.

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply Here" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.