



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

SMS PAYMENT CLERK

Class Code: 1214

Open Date: 07-18-14

ANNUAL SALARY

\$53,473 to \$66,440

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An SMS Payment Clerk performs difficult and responsible accounts payable work by reviewing and validating vendor invoices and other payment documentation, utilizing the City's automated accounts payable system; performs general accounting practices; prepares verbal and written communications; records maintenance activities; maintains various accounting reports and files; may act as a lead in the performance of such work; and does related work.

REQUIREMENTS

1. One year of full-time paid experience with the City of Los Angeles as an Accounting Clerk; or
2. One year of full-time paid experience with the City of Los Angeles in a class at least at the level of Accounting Clerk, performing accounts payable work.
3. Successful completion of a college level course in bookkeeping or accounting from a recognized college or university may be substituted for six months of the required experience.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 31, 2014.**

SELECTION PROCESS

Examination Weight: Written100%

Your examination score will be based entirely on the results of the written test. In the written test, which will consist of multiple choice questions, candidates may be examined for knowledge of: the content and purpose of basic accounts payable practices and documents; general accounting methods, procedures, and practices; basic accounting terminology; standard office practices including filing, indexing, and cross-referencing methods; the City's automated accounts payable system (Supply Management System); and ability to evaluate and verify payment documents for accuracy and compliance with City requirements; prioritize a heavy workload; make arithmetical computations with accuracy; apply City rules governing the expenditure of City funds; operate standard computer equipment and peripherals; and deal tactfully and effectively with vendors, supervisors, and City employees; and other necessary skills, knowledge, and abilities.

Candidates will be notified by mail of the time and location of the written test, which will be administered in a single half-day session on **SATURDAY, OCTOBER 25, 2014**, in Los Angeles.

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.