



Naperville

EXTERNAL

EMPLOYMENT OPPORTUNITY

Job Title:	Accounts Payable Analyst - 2023
Closing Date:	When Filled
Salary:	\$50,924 – \$64,331 annually, commensurate with relevant experience
Job Type:	<input type="text"/>
Location:	<input type="text"/> , Naperville, Illinois
Department:	<input type="text"/>

Job Description:

The Accounts Payable (AP) Analyst will share and assist in the accounts payable functions of the Finance Department. These AP functions include the payment of goods and services purchased by the city and library, processing of electronic funds transfers, administration of the procurement card program, administration of travel reimbursements, and administration of the vendor database. This role also serves as an auditor, ensuring that invoices, check requests, procurement card transactions, travel reimbursement requests and supporting documentation are accurate and that proper accounting procedures are followed for the purchasing and payment of goods and services.

Responsibilities Include:

- All functions related to invoice processing
- Administration of the Procurement Card program
- Vendor Maintenance using the city's ERP system, Tyler Munis
- Review of travel reimbursement forms for compliance with the city's travel policy and processes; reviewing and making recommendations related to the travel policies and procedures
- Providing general assistance to internal and external customers through the research, retrieval, and preparation of requested information
- Assisting with transparency initiatives related to the Accounts Payable function
- Review of spend reports to identify opportunities for process improvement
- Primary subject matter expert for technology associated with the Accounts Payable function

Qualifications:

Required Education and Experience

- Associates degree in a related field
- Three or more years of experience performing financial related duties
- Proficiency in Microsoft applications

Preferred Education and Experience

- Bachelor's degree
- Government experience
- Knowledge of Tyler Munis strongly preferred

Additional Information:

The City of Naperville, Illinois is a dynamic community of nearly 150,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the



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recruitment process should notify Human Resources in advance at (630) 305-7066.