

## **Job Description: Accounts Payable Clerk**

### **Nature of work:**

This is specialized clerical work in the keeping of fiscal and related records involving the application of bookkeeping principles.

Employees of this class are responsible for the performance of varied bookkeeping and clerical assignments involving the application of bookkeeping skills for the town books and accounts. Work is performed under the supervision of the Finance Director, involves a considerable range of bookkeeping, accounts payable and related processes, word processing responsibilities and the preparation of a limited amount of correspondence, and operation of a computer and other business machines. Public contact is required. Employee follows established procedures and regulations but must exercise judgment and independent initiative. Work is checked by observation, verification, internal controls and through fiscal audits.

### **Essential Duties and Responsibilities:**

Participates in the approved municipal accounting system, including accounts payable and payroll warrant preparation, general expense preparation, pre-audit tasks and posting account to subsidiary and general ledgers.

Prepares for payment all incoming bills and expenses for all Town accounts. Enters all payments into the computer system and provides for 1099's when required. Reconciles all monthly statements from vendors and follows up discrepancies with letters or phone calls. Maintains files on all vendors and other municipal ledger accounts. Prepares and records handchecks as directed by the Treasurer and/or Finance Director.

Prepares for timely payment of Town insurances, fixed contract payments, utilities, and other expenses as identified by the Finance Director.

Assists with the review of source documents such as vouchers, invoices, cash receipts, purchase orders, and master file lists for completeness and accuracy.

Prepares daily cash report, makes bank deposits and reconciles monthly bank statements.

Prepares Treasurer's warrants and various other financial reports on a monthly basis for distribution to town management and the Town Council

Verifies and reconciles errors on computer printouts to maintain proper account records. Prepares input forms to reconcile errors and adjustments.

Responds to customers over the telephone and at the counter, including but not limited to the registration of car, truck and other motorized vehicles, the issuance of various licenses and permits and the collection other fees and taxes.

Prepares and posts records for materials and equipment cost allocations.

Collects all checks returned for insufficient funds.

Provides backup for the payroll clerk.

Performs related work as required.

### **Requirements of Work:**

Knowledge of various accounting and bookkeeping practices used in the operation of a municipal finance department.

Ability to exercise judgment and initiative in analyzing and evaluating bookkeeping problems and in developing or recommending modifications and improvements in existing bookkeeping procedures.

Ability to follow detailed work instructions, both written and oral.

Willingness and ability to pursue professional improvement.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Knowledge of modern office practices, procedures and equipment.

**Training and Experience Required:**

High school graduation including or supplemented by coursework in accounting and general commercial subjects, with experience in full range of clerical work; abilities in personal computer operation and MS office suite an advantage; or any equivalent combination of experience and training.