

Lower Bucks County Joint Municipal Authority

JOB DESCRIPTION Senior Accounts Payable

Summary

This advanced clerical position requires public contact, fiscal knowledge, limited administrative work primarily relating to the processing and distribution of accounts payable. Attention to detail and frequent contact with the public and Authority departments is required.

Work is directly supervised by the Finance Manager or designee. Assignments are carried out in accordance with established policies and procedures. Duties must be performed with accuracy, confidentiality, discretion, tact, patience, and the ability to take charge of a project from beginning to end.

Duties include but are not limited to:

- Responsible for the processing of all Authority invoices.
- Enter requisitions for the Administration office & Meter Reading Department. Generate purchase orders and reports.
- Review and edit each requisition entry for proper expense account codes, posting dates, item description and cost from the Water Treatment Plant, Wastewater Plant, Lift Station Department, and Field Maintenance Department. Generate purchase orders and reports.
- Forward purchase order copies to appropriate department.
- Assure invoices have been approved by the appropriate supervisor. Check for discounts, payment terms and due dates.
- Voucher entry for purchase orders when required. Compute and verify invoice batch totals and generate reports.
- Check encumbrances and liquidate accounts.
- Compile monthly Accounts Payable Report for review by the Finance Manager and approval by the Board of Directors.
- Process and distribute checks for payment of invoices after Board approval.
- Process prepaid expenses (weekly/biweekly).
- Create check files to be uploaded into banking system.
- Maintain Vendor W-9 files and vendor lists.
- Enters the W-9 information for new vendors and maintains these files for the backup of 1099's and updates vendor information as needed.
- Set up and maintain records and filing systems including but not limited to accounts payable vendor files and other financial records including reports, purchase orders and invoices for retrieval or review by administrators and auditors.
- Respond to questions and contact departments and/or vendors regarding invoices.
- Maintain utility and phone/cell accounts.
- Provide clerical and phone support.

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- Registration, hotel reservations, confirmation and itinerary packs for conferences, workshops, classes, etc.; for Administration office employees.
- Assist Management as required in developing and typing a variety of reports/office correspondences/internal memos and forms.
- Perform other duties as directed by management.

Required knowledge, skills, and abilities:

- Knowledge of English grammar, punctuation, and business letters/ correspondence to communicate clearly and effectively orally and in writing.
- Knowledge of modern secretarial, fiscal, and business principles, practices, and procedures.
- Must currently possess experience with bookkeeping, accounting principles and techniques.
- Ability to work independently, organize and complete work duties efficiently and effectively as well as prioritizing projects to meet critical deadlines.
- Proficient in mathematical computations and proofread for accuracy rapidly.
- Ability to establish and maintain effective working relationships with co-workers, associates, vendors, and customers.
- Must possess problem-solving and decision-making skills.
- Must have a strong sense of ethics and possess necessary skills to remain focused during tense situations.
- Must possess ordinary ambulatory skills; and the ability to drive, stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-25 pounds.
- Must possess good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard and the ability to sit, reach with hands and arms, talk, and hear.

Education and experience:

- High School graduate.
- Proficient with computer programs including but not limited to accounting software, Office 365, Microsoft Word, and Microsoft Excel.
- Experience with basic business practices.
- Minimum of five (5) years' experience and knowledge of working with a budget.
- Minimum of ten (10) years' experience in bookkeeping procedures.
- Minimum of ten (10) years office administration and procedures.
- Minimum of five (5) years' accounts payable and general accounting experience.
- Must possess and maintain a valid PA Driver's License.