

ACCOUNTS PAYABLE & TREASURY CLERK

GENERAL STATEMENT OF DUTIES

Performs general accounts payable, treasury, and administrative functions for the Board. Performs these functions effectively and efficiently ensuring that vendors are paid accurately in a timely manner to ensure the highest value of the Board's assets. Provides financial, administrative, and clerical support to the Executive Director and the Board, as required.

QUALIFICATIONS

Education and Experience

High school diploma, formal office administration or accounting training/certificate and five (5) years related experience, or an equivalent combination of education and experience. A related Associate's Degree in Accounting, Finance, or Business and a minimum of three (3) years working in an accounting department with experience in accounts payable and payroll processing, is highly desired. Experience with the application and compliance of GASB standards is strongly preferred.

Licenses

- Valid Massachusetts Driver's License – Class D (Required)

Knowledge, Ability and Skill

Knowledge of generally accepted accounting principles and procedures; knowledge of Microsoft Office, QuickBooks Desktop, and other database applications. Knowledge of office practices and procedures including the use of computers, related software, office machines, and equipment. Knowledge of accounts payable and payroll processing and procedures. Ability to maintain a high level of accuracy in preparing and entering financial and payroll information. Experience with employee benefits – Insurance, Retirement, Vacation and posting accruals.

Ability to prepare, compile and maintain records, reports, documents, and correspondence accurately and efficiently. Ability to meet the timely requirements to assist in the production of financial statements and respond to timely requests by the Board's auditor. Ability to maintain and keep appropriate information secure and confidential.

Strong organizational and interpersonal skills. Excellent oral and written communication skills. Highly proficient skills in utilizing a variety of different office equipment and computer software programs.

Physical Requirements

Performs duties under typical office conditions with minimal exposure to occupational risks. Occasional light physical effort required, which may include the ability to lift and move 25 pounds on a short-term basis.

Supervision Received

Works under the supervision of the Executive Director. Occasional work under the supervision of other division managers and/or supervisors as assigned or required.

Performs a wide range of routine office duties that require independent judgment to determine the priority and means to complete the various tasks to be performed. Posting of end of period closing and adjusting entries in connection with the Board's policies and procedures. Expected to deliver results in a timely and efficient manner.

Performs varied clerical and administrative duties requiring comprehension and understanding of accounting principles and concepts in the context of Board operations. Expected to exercise independent judgment in responding to inquiries from vendors, employees, and retirees and completing assignments within the limits of this job description in accordance with established Board policies and procedures.

Job Environment

Work is generally performed under typical office conditions with exposure to noise from office equipment and ancillary plant process equipment. Administrative, computer work and many activities are performed in a typical office environment with light traffic. Operates computer and other office equipment typically employed in similar businesses. Has frequent contact with Board staff, retirees, vendors and occasional contact with public officials, service providers, and the general public.

Individual is expected to promptly identify circumstances that require the attention of the Executive Director. Special attention needs to be paid to circumstances that, if not brought to the attention of the Board, could result in financial or legal ramifications for the Board.

Adheres to the Board's safety rules, regulations, and all other relevant policies.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed, as directed by the Executive Director. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Accounts Payable Function:

- Receive and distribute invoices received from treasury mailbox to the appropriate division.
- Handles quality control of all invoice activities for the Board. This includes verifying invoices for goods and services by matching receiving documents, validating accuracy of invoices received for processing, and ensuring invoices to be processed contain proper two-party authorizations.
- Prepare batches of complete invoices for timely payment, data entry of invoices in QuickBooks (or other equivalent solutions) for processing, credit accounts payable as checks are produced for

vendor payments and produce payable posting reports to General Ledger. Produce Warrants to be signed by the Director and Board Members. Deliver checks and postal mailings, as required.

- Maintain and update vendor files, which include all fulfilled / outstanding fiscal obligations and tax reporting forms (W-9 or ST-5 requests)
- Responds to vendor inquiries regarding payment of invoices or application of credits.

Treasury Functions

- Records and reconciles cash receipts and electronic transfers biweekly, updates and maintains payable liability accounts.
- Complete bank statement reconciliations and post interest income in a timely manner.
- Assist in the maintenance of the Board's filing systems for all financial information.
- Provides assistance to Executive Director during fiscal year end processing, yearly financial audits and budget preparation.

General Functions

- Assists in the preparation of routine correspondence and internal and external requests for information. Sets up and maintains office files as directed. Develops and maintains several types of filing systems to maximize working efficiency. Records, organizes, inputs data, updates, and tracks files using database management system or spreadsheets, as required.
- Transcribes and prepares letters, reports, correspondence, and other deliverables as directed.
- Answers telephones, records messages, and processes and delivers mail, as necessary.
- Maintains the purchase orders program, in accordance with the Board's Procurement Policies or otherwise directed.
- Orders materials, supplies and inventory, as required
- Sets up new employee benefit packages and explains benefits.
- Prepares special reports or memoranda as assigned. Coordinates the preparation of and/or composes, edits, produces, and copies reports and other documentation.
- Coordinates Departmental administrative assignments, such as monthly, annual, and other period reporting.
- Distributes information on Board policies, procedures and regulations to staff, general public, industries, businesses, and the Board member communities as directed.
- Delivers documentation and other financial materials to the Cities of Beverly and Salem, Board Members, and Board Counsel.

- Assists in maintaining the Boards website, annual publications, and other social media as assigned.
- Performs other administrative office-related functions and assists other Divisions as assigned.
- Assists with the overall general administration of the Board. Attends and participates in meetings and performs other duties as may be assigned by the Executive Director.
- Other duties as assigned.

Occupational Category Code: A4