



# The Town of Pembroke Park

## Job Description

**Accounts Payable Clerk**  
EEO Class Code: Administrative Support  
Worker  
Union Status: NB  
FLSA Code: Non-Exempt

**Department:** Budget & Finance  
**Supervises:** N/A  
**Position Reports To:** Senior Accounting Manager  
**Sworn:** No

### Job Specifications

#### NATURE OF WORK

The Accounts Payable Clerk is responsible for providing detail-oriented and organized clerical support pertaining to accounts payables for the Town of Pembroke Park. This role is responsible for processing and monitoring outgoing payments, ensuring accurate and timely payments to vendors and suppliers. The incumbent in this position performs under the direction of the Senior Accounting Manager.

#### ESSENTIAL FUNCTIONS

*Tasks required of those in the position of Accounts Payable Clerk include but are not limited to:*

- Reviews and verifies invoices and check requests.
- Enters and uploads invoices into accounting system.
- Matches invoices to purchase orders and receiving reports.
- Prepares and performs check runs and electronic payments (ACH, wire transfers).
- Monitors accounts to ensure payments are up to date.
- Researches and resolves invoice discrepancies and issues.
- Maintains vendor files and update records, as needed.
- Assists in month-end closing by preparing reports and reconciliations.
- Responds to vendor inquiries and maintain positive vendor relationships.
- Complies with company policies, procedures, and internal controls.
- Assists with audits and provides documentation, as needed.
- Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic accounting principles and procedures.
- Knowledge of mathematical functions related to accounts payable process.
- Skill in gathering and compiling data into spreadsheets or databases.
- Ability to pay attention to detail and high level of accuracy.
- Ability to manage multiple tasks and meet deadlines.
- Ability to communicate effectively and apply organizational skills.
- Ability to maintain accurate files.
- Ability to type with accuracy.
- Ability to operate computers and electronic devices.
- Ability to communicate effectively both orally and in writing.
- Knowledge and skill in Microsoft Suite.
- Ability to maintain harmonious relationships with co-workers, vendors, supervisors/management, elected officials, etc.

## **MINIMUM REQUIREMENTS**

- Associate's degree in Accounting or related field.
- Two (2) years of experience in accounts payable.
- Proficient in Microsoft Office (especially Excel and Word).
- Experience with ERP systems is a plus (e.g., SAP, Oracle, QuickBooks).
- Must possess a valid State of Florida driver's license.
- An equivalent combination of education and experience may be considered.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Accounting or related field.
- Previous experience with a municipality or other governmental agency.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work at a computer station for an extended period.
- May be requested to work nights and weekends for special town events, Commission meetings/workshops, emergencies, and other Town-related activities.