



Accounts Payables/Purchasing Clerk

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Budget & Finance

Supervises: None

Position Reports To: Finance & Budget Director

Sworn: No

Job Specifications

NATURE OF WORK

The Accounts Payables/Purchasing Clerk is responsible for providing administrative, financial, and clerical support services in accounts payables and purchasing for the Town of Pembroke Park. This position is primarily responsible for creating purchase orders, preparing, and processing check request forms, and submitting payments in accordance with Town finance and procurement regulations. This position involves a large amount of data entry and occasionally participates in vendor relationship management.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Accounts Payables/Purchasing Clerk include, but are not limited to:

- Reviewing and processing payment of invoices to vendors and reimbursements to employees and non-employees in accordance with financial and governmental accounting principles, state and Town policies and regulations.
- Reviewing, processing, and following up on purchase orders, invoices, travel authorization reports, travel expenditure reports and credit card expenditures.
- Research, resolve, and respond to vendor, employee, and project manager inquiries regarding account status; investigate and resolve problems associated with invoice processing and communicate resolution of discrepancies to appropriate personnel.
- Review payment documents for accuracy and appropriate documentation prior to inputting for payment into the financial system.
- Effectively use complex integrated business applications, financial accounting systems, MS Excel, and Word to create and maintain financial documentation.

- Communicate and collaborate effectively, both verbally and in writing, across multiple diverse departments, management levels, vendors, and other non-financial departments.
- Prepare purchase orders for supplies, materials, good, and services.
- Work closely with specific departments to place orders, ensure that purchases are recorded at the time of request, and submit these orders for approval.
- Maintain detailed purchase records documenting capital expenditures to fixed assets software.
- Develop and maintain partnerships with suppliers, purchasing staff, and other employees, including managers and supervisors.
- Reconcile credit card accounts and allocating expenses to appropriate departments monthly.
- Compensate any outside vendors for services rendered.
- Enter financial data accurately and efficiently.
- Maintain vendor invoice files, support annual financial audit, and perform other duties as assigned within the Budget & Finance Department.
- Prepare and print checks for supervisory review and file all payment documents as needed.
- Participate in the completion and preparation of regularly scheduled year end activities and reporting.
- Coordinates and attends all Town events.
- Any/all assigned duties and responsibilities related to accounting, budget & finance, and purchasing.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Accounts Payables/Purchasing Clerk should have experience with:

- The principles and practices of data entry accounting concepts and procedures.
- Clerical accounting methods, forms, and techniques.
- Mathematical functions related to accounting processes.
- Proficiency in Microsoft Office.
- Gathering and compiling data into spreadsheets or databases.
- Financial research and report preparation methods and techniques.
- Knowledge of general bookkeeping procedures.
- Ability to create formulas and macros.
- Must possess strong mathematical capabilities.
- Ability to develop spreadsheets and report formats.
- Ability to type with accuracy.
- Ability to operate computers and electronic devices.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate files.

MINIMUM REQUIREMENTS

- High School Diploma or GED required; Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field (Preferred).
- Specialized accounting/finance/purchasing certificate of completion or certification (Preferred).

- One (1) to three (3) years of experience in government bookkeeping, accounts payable, payroll, and/or purchasing position required.
- An equivalent combination of education and experience may be considered.

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.