



Northampton Township Position Classification Plan

Job Title: Accounts Payable Specialist

Category: Non-Exempt

Department: Finance

Supervisor: Finance Director

Position Summary:

The Accounts Payable Specialist is responsible for the entry and maintenance of all accounts payable transactions.

Position Requirements:

- Enter and process invoices in financial software.
- Process and mail checks after appropriate signatures are affixed.
- Ensure accuracy in all job functions with attention to detail.
- Maintain vendor files and database.
- Prepare invoices for authorization and payment.
- Prepare reports for the Finance Director and the Board of Supervisors
- File correspondence, invoices, and related materials.
- Maintain 1099 files and issue annual statements to appropriate vendors.
- Compile and maintain information for the annual budget and audit.
- Track operational costs through evaluation of expenses.
- Special Projects involving data analysis in Excel.
- Other duties as assigned.

Qualifications:

Education and Experience

- Minimum high school diploma: college degree preferred.
- Considerable experience in accounts payable processing.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office 365 Applications
- Detail oriented, highly organized, experienced multitasker.
- Ability to improve processes to be more efficient.
- Some knowledge and understanding of the Township's budget.
- Knowledge of bookkeeping methods and practices
- Knowledge of office procedures
- Ability to make arithmetic computations accurately.
- Ability to follow written or oral instructions.
- Ability to establish effective working relationships with co-workers, vendors, and the public.
- Ability to read, write and speak English.

Working Conditions

The position is Full-time and the work schedule is Monday through Friday.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. 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.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.