**Purpose:**Performs responsible administrative, financial, clerical duties pertaining to accounts payable, purchase order preparation and data entry of the Vendor Warrant process. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below 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.)*

Responsible for the preparation and data entry of accounts payable warrant. Evaluates vendor invoices for accuracy, proper documentation, and signatures. Enters invoices into accounting systems software.

Prepares a summary sheet for use in reconciliation of transactions to departmental schedule of payments. Research and corrects variances. Prints vendor checks and completes accounts payable process and files invoices.

Evaluates purchase requisitions for accuracy, proper documentation, and signatures. Conducts data entry into accounting software, creates purchase order and distributes copies to requester and files accountant copy.

Maintains and updates vendor information for check mailing and 1099 purposes. Requests W-9 information for tax identification and follows up as necessary. Prepares 1099 forms for distribution to service providers and the Internal Revenue Service.

Prints monthly reports and distributes them to the appropriate department heads, Town Manager, Finance Committee and Select Board.

Performs special projects and other tasks as needed by the Town Accountant.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Performs responsible duties which require independent judgment and considerable attention to detail and accuracy in carrying out operations.

*Supervision Received:* Work is performed under the supervision of the Town Accountant.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent, Associate Degree desirable; two years of accounts payable experience; or any equivalent combination of education and experience.

*Special Requirements:*   
None.

*Knowledge:* Thorough knowledge of office practices and procedures. Working knowledge of computers with the ability to work with a variety of software packages such as word processing, spreadsheet, and database programs. Knowledge of various accounting functions.

*Abilities:* Ability to communicate effectively both verbally and in writing. Ability to work independently. Ability to organize files and records. Ability to interact tactfully and appropriately with the general public. Ability to work under time constraints to meet deadlines.

*Skill:* This position requires excellent communication, interpersonal and organizational skills. High attention to detail skills. Proficient computer skills utilizing a variety of software applications including Microsoft Office, and accounts payable software.

Physical Requirements:

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is required to perform duties in typical office conditions. Frequently required to stand, walk, sit, speak, and hear, use hands to operate equipment, and reach with hands and arms. May move objects weighing up to 10 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed under typical office conditions; duties are performed with frequent interruptions throughout the day. Work environment is moderately noisy.
* Operates computer, calculator, copier, facsimile machine, telephone, and other standard office equipment.
* Makes frequent contacts with town departments and vendors. Contacts involved are made by telephone, in person, or by email. Work involves handling a variety of issues with paperwork and invoices submitted for payment.
* Errors could result in considerable delays or loss of service and have possible financial repercussions.

*(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.)*