

**Pioneer Valley Transit Authority
Job Description**

Job Title: Accounts Payable Clerk
Department: Finance
Job Location: PVTa Administrative Offices, Springfield, MA
This is not a remote or hybrid position.
Reports to: Director of Finance
Salary Range: \$25 - \$28 per hour
F.L.S.A. Status: Full-time, Non-exempt Level

This position is subject to further modification prior to filling.

Position Summary: This is a high-volume position working with vendors, internal managers, and contractors. This position will perform all of the Accounts Payable functions of the PVTa, and duties associated with those activities to ensure accurate GL account postings, Federal Grant postings, and accurate invoice entries. PVTa has two separate and totally distinct AP companies, which must be maintained on a daily basis and reported on in an accurate and timely manner.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

Perform general Accounts Payable function: Perform all accounts payable activities in a timely manner, and ensure established policies and procedures are followed, including obtaining all appropriate authorizations and supporting documentation (i.e., purchase orders); accurately process operating, and capital invoices, internal check requests, and expense reimbursements; coordinate efforts with Claims Department Staff to receive and process claims payments and other duties as assigned.

Provide departmental assistance where needed: Assist with special projects as needed; assist with periodic department audits by gathering requested information; and provide general support to other department staff when needed.

Maintain accurate filing system of accounts payable documentation: Track and maintain filing systems for operating and capital payable files for efficient retrieval of documents and record retention according to established procedures.

1099 reporting: Process year-end 1099 forms in a timely manner and distribute to appropriate constituents.

Maintain required spreadsheets for tracking expenses and purchase order balances.

Accounting Practices: Maintain current knowledge of accounting practices as they relate to the position and keep current with all department policies and procedures; adapt to changing departmental needs, new technologies/software, and all other initiatives that are consistent with ongoing quality improvement efforts.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School Diploma; Associates Degree in Accounting preferred; a minimum of 3 years related experience and/or training in bookkeeping, general office accounting, accounts payable or directly related field, or equivalent combination of education and experience. Must be comfortable using Microsoft Excel and accounting programs; accurate data entry skills; basic math skills with the ability to calculate discounts, tally totals, and reconcile discrepancies; strong interpersonal and communication skills; ability to prioritize and plan work activities and use time efficiently.

Computer Skills: Strong computer skills, including data entry, word processing, spreadsheets and an awareness of automated financial reporting systems. An intermediate Excel knowledge is required.

Physical Demands: 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. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. Regular use of basic accounting equipment (i.e., calculator, scanner) is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical office environment. The noise level in the work environment is usually quiet.