

**Pioneer Valley Transit Authority
Job Description**

Job Title: Accounts Payable Specialist

Department: Finance

Job Location: Springfield, MA

Reports to: Chief Financial Officer

Salary Range: \$19.00-22.00 per hour

F.L.S.A. Status: Non-exempt Level

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 three 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 ; initiate invoices for goods and services according to contract provisions; and conduct necessary follow up with vendors to determine and/or expedite payments. Proactively review all invoices to ensure accuracy and utilize associated Excel workbooks to reconcile many prepaid, accrued, and “balance forward” accounts.

Perform tracking of grants and operational financial data: Under the general supervision of the Chief Financial Officer and in close coordination with the Grants Manager, track all operational financial data and grant activity for the Authority, including grant spending (by line item), as well as committed and available funds; prepare appropriate reports for internal review and external auditors to include status by grant, by use, and by asset classification. This position prepares internal capital tracking workbooks for all relevant capital projects and funding sources.

Grant Asset Additions: Update Fixed Asset additions to the PVTa’s asset database on a quarterly basis and reconcile to the general ledger.

Maintain accurate filing system of accounts payable documentation: Track and maintain filing systems for operating and capital payable files for efficient retrieval of documents; coordinate efforts with Grants Manager to accurately track capital payments using Fixed-Asset System and maintain up-to-date computerized ledger system in accounting software.

Conduct periodic account analysis, reconciliation, and reporting: Conduct periodic analyses of accounts to ensure accuracy of work; update fixed asset data by reconciling against related invoices; gather, analyze and interpret related information and conduct monthly and annual

account closing and reconciliation activities in a timely manner; and process year-end 1099 forms in a timely manner and distribute to appropriate constituents.

Maintain fuel invoice data: Receive fuel invoices from suppliers; input and track fuel data according to established procedures; maintain account history and data as needed and required to assist CFO with information requests, such as fuel consumption and tracking, capital and operational budgets, etc.

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 requested. Proactively assist staff when the expertise of your position could assist any ongoing projects or tasks.

Track billings to state agencies for payment of capital purchases with Federal, State, or other sources of revenue for capital project expenses.

Maintain Petty Cash Account and reconcile as needed and at end of each fiscal year.

Policy Manuals: Create and update all policy manuals within area of job responsibilities; coordinate manuals with other finance staff manuals and provide to CFO for inclusion in the Master Accounting Policies and Procedures Manual.

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 requested.

Accounting Practices: Maintain current knowledge of accounting practices as they relate to 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.

Maintain accurate filing systems and record retention according to established procedures.

Perform other duties as assigned.

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: Associate's degree in Accounting, Bachelor's degree preferred; a minimum of 5 years related experience and/or training; equivalent combination of education and experience; excellent interpersonal skills including the ability to remain flexible when encountering tight time schedules; ability to effectively interact with internal and external constituents; strong communication skills, both written and verbal; ability to plan work efficiently, and organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail; must have demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed;

demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile basic financial information, and to make logical decisions using sound, independent judgment and common sense; must have excellent basic math skills with some knowledge of budget preparation; working knowledge and experience with the application of accounting principles and procedures is required.

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, adding machine) 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.

