



## **ACCOUNTS PAYABLE CLERK (FT)**

Upper Merion Township, located in King of Prussia, PA is looking for a full-time, energetic, detail-oriented, organized **Accounts Payable Clerk** who will report directly to the Accounting Manager. The successful candidate will be responsible for the accounts payable cycle and performing various bookkeeping and clerical tasks involving Township finances. The **Accounts Payable Clerk** will have proven clerical abilities and interpersonal skills and the ability to establish rapport and excellent communication with vendors and Township staff.

The duties of the **Accounts Payable Clerk** include (but not limited to):

- Opens, dates and sorts accounts payable mail.
- Handles routine requests for information.
- Reviews and distributes invoices to appropriate departments for property approvals.
- Reviews all invoices for appropriate documentation and approval prior to payment.
- Prepare and distribute accounts payable checks.
- Prepares interim checks for payment.
- Maintain, create and purge vendor files within computer system.
- Request, file and update vendor IRS form W-9
- Answer telephone inquiries and provide requested information within the area of responsibilities; place calls to vendors, as needed.
- Reviews, on a monthly basis, all outstanding purchase orders to ensure timely shipments and resolves issues with vendors and District personnel.
- Inputs, accesses and retrieves invoice information as needed.
- Interacts with Township employees and vendors; handles all accounts payable inquiries.
- Handles vendor inquiries.
- Creates and updates Excel spreadsheets for account analysis.
- Reviews and audits incoming invoices.
- Reconciles vendors' statements.
- Completes credit applications and tax exemption forms for new vendors.
- Ability to understand and work in multiple month and year periods.
- Provides phone coverage for receptionist, as needed.
- Maintains oversight of vendor database maintenance (i.e., names, addresses, EIN & TIN numbers)
- Assists in the preparation of and generates 1099's annually to vendors.
- Performs miscellaneous clerical duties.
- Performs other duties as required.

### **Position Requirements:**

- High school diploma or equivalent required.
- Associates or Bachelor's degree preferred but not required.
- Some business office experience required.
- Some accounting experience required.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). **Applications will be accepted until positions are filled.**

**Equal Opportunity Employer**