



## **ACCOUNTING ASSISTANT/PAYABLES (Full-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for an experienced, diligent, and detail-oriented **Accounting Assistant/Payables** who will report directly to the Accounting Manager. The **Accounting Assistant/Payables** will perform clerical and accounting work of average difficulty. The employee in this position is responsible for the purchasing/accounts payable cycle as well as supporting the payroll function in an auxiliary role. This position is also responsible for general accounting and clerical tasks as assigned. The incumbent is responsible for sound administrative judgment resulting in accurate and timely processing of disbursements and accounting records.

The **Accounting Assistant/Payables** will be responsible for (including, but not limited to):

### **Essential Job Functions:**

- Processes accounts payable using accounting software and other programs.
- Responsible for maintaining accuracy of vendor file.
- Serves as primary backup to payroll processing.
- Researches and gathers data required for record-keeping, reports, and other activities.
- Performs accounting duties such as account maintenance and reconciliation of statements and ledgers.
- Provides quality and effective customer service with courtesy and understanding to our customers, vendors, citizens, and internal departments.
- Serves as additional backup to the cashier window.
- Performs other duties as required.

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### **Examples of Work:**

- Review/audit invoices, match to purchase orders/quotes, code and enter invoices into software.
- Prepare listing of invoices for approval to be paid.
- Process check payments, credit card payments and corresponding registers.
- Completes credit applications and tax exemption forms.
- Maintains vendor 1099 information as well as generate annual 1099 forms to vendors.
- Processes payroll as needed.
- Performs miscellaneous clerical duties.
- Performs other duties, as assigned and/or as conditions warrant.

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### **Knowledge/Abilities/Skills:**

- Thorough knowledge of computer applications and software skills as well as work experience in a paperless environment.
- Possess an attention to detail.
- Ability to establish and maintain effective working relationships with associates, customers, and citizens.
- Ability to work with minimal supervision.
- Ability to organize and prioritize workload efficiently.
- Ability to maintain strong work ethics when dealing with sensitive financial information.
- Ability to sit for long periods of time, reach at waist level, handle office implements and perform fine manipulation frequently; stand, work, lift and carry items/objects weighing up to 10 lbs., bend and reach at all levels occasionally.
- Possess visual acuity (near vision continuously).

### **Minimum Education, Training and Abilities Required:**

- High school diploma or equivalent required.
- Associate's degree in business or accounting from an accredited college or university.
- A minimum of three (3) years of accounting experience involving accounts payable, payroll, subsidiary/general ledger and reconciliation work.
- Any combination of experience and training that provides the required knowledge skills and abilities.
- Valid driver's license.

**How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/wp-content/uploads/2024/01/Application-UMT-Employment-REV-Jan-2024.pdf> 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 position is filled.

**Equal Opportunity Employer**