

**MAINE TURNPIKE AUTHORITY**

**Job Description**

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| **Job Title:** | **Accounts Payable Processor/Clerk IV** |
| **Department:** | Accounts & Control |
| **Reports To:** | Controller |
| **FLSA Status:** | Non-Exempt |

***Summary***

This position is responsible for the daily processing of accounts payable; duties include, but are not limited to, vendor data base maintenance, voucher coding and preparation, monthly statement reconciliation and follow up, aging analysis, cash requirements review, W-9 file maintenance, 1099 processing, project number maintenance, and paid invoice filing.

This position will act as the primary contact for vendor calls working closely with the purchasing department in order to process vouchers timely with all the supporting documentation.

The position may support ad hoc financial projects as assigned by the Controller or Financial Analyst.

***Essential Duties and Responsibilities***

**The duties listed cover the principle duties of the position and are not all-inclusive.**

* Matching of purchase orders, requisitions, packing slips, and invoices. Attachment of the appropriate voucher form to facilitate entry into the accounts payable system.
* Voucher coding and entry.
* A/P aging analysis and report development.
* Cash requirements analysis. ( Multi-Fund)
* Trust requisition completion.
* Check printing and Distribution. ( Multi-Fund)
* Data base updates and maintenance.
* W-9 & 1099 processing and filing.

***Supervisory Responsibilities***

This position has no supervisory responsibilities, but will interact, on a daily basis, with vendors, MTA Staff, and MTA Management. This requires strong interpersonal and communicative abilities, along with a positive, professional attitude, in order to establish and maintain collaborative working relationships.

***Required Knowledge, Skills and Abilities***

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.

***Education and/or Experience***

Associates’ degree in Accounting (A.S.) from a two or four-year college or university accompanied by two to five years related accounting experience and/or training or equivalent combination of education and experience. Recent experience with Accounts Payable Processing with Automated Purchasing is highly desirable. Fund Accounting experience is preferred. Computer skills and strong adding machine skills required. (Excel & Word).

***Language Skills***

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, and vendors.

***Mathematical Skills***

Ability to apply basic mathematical and algebraic concepts such as whole numbers and integers. Ability to apply mathematical operations to such tasks as analysis of variances, correlation techniques, and sampling theory.

***Reasoning Ability***

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.

***Physical Demands***

While performing the duties of this job, the employee is required to sit for prolonged periods of time. Given the scope and nature of the position, the incumbent must possess strong listening abilities and very good communication skills. The employee is occasionally required to stand, walk, and frequently use hands to operate the keyboard of a personal computer and other office equipment. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision given the quantitative analytical requirements of the position, and the ability to adjust focus quickly with changing computer screens and cursors.

***Pay Range***

Range 14.0, Headquarters Unit

***Working Hours***

Typical hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. This position may be subject to some non-routine hours. Employee must be available to come in early or work late on occasion.

***Work Environment***

The working conditions are primarily those of a professional office environment. However, while performing the duties of this job, the employee may be infrequently asked to travel and may be then exposed to minor wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the office work environment is usually very quiet with greater exposure to noise when occasionally traveling and meeting at turnpike sites.

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