



JOB POSTING – POSITION AVAILABLE
Posting Date – July 22, 2008
Send Resume to: Karen Austin, Director of Finance
Application/Resume Deadline: Open until filled

Position:

Title: Accounts Payable Specialist
Status: Non-Exempt
Dept.: Finance
Pay Range: \$35,000 - \$40,000 (depending on experience) + benefits
Reports to: Director of Finance

Key Job Responsibility:

- ▶▶ Processing of Accounts Payable - including coding of invoices, entry of purchase orders, monitor budget compliance, prepare and process check runs and all related processing requirements.
- ▶▶ Maintain vendor files and all related accounts payable data; issue 1099s at year end.
- ▶▶ Process and post daily deposits.
- ▶▶ Process and post entries in the general ledger.
- ▶▶ Track fixed asset additions and deletions.
- ▶▶ Assist in preparation for the yearly audit.
- ▶▶ Assist with yearly budget process.
- ▶▶ Various monthly and yearly reporting/reconciliation of general ledger accounts.
- ▶▶ Closely monitor renewal dates for all contracts.
- ▶▶ Assist with general financial work and special projects.
- ▶▶ Perform other duties as assigned.

Knowledge/Skills:

- ▶▶ High degree of skills in Microsoft Excel.
- ▶▶ Strong technical, computer and analytical ability.
- ▶▶ Ability to meet time deadlines and effectively communicate/interact with other employees.
- ▶▶ Strong written and verbal communication.
- ▶▶ Ability to work independently, as well as in a team environment.
- ▶▶ Ability to take initiative and respond with creative and innovate approaches where established criteria do not exist.
- ▶▶ Focus on needs of citizens.

Minimum Qualifications for Position:

- ▶▶ Education/Experience: Minimum of 3 years accounting experience required. Accounting degree a plus.
- ▶▶ Physical Requirements: Must be able to sit and work at the computer for long periods of time and lift minimum of 20 pounds.
- ▶▶ Subject to testing requirements and drug screening.

City of Stafford is an Equal Opportunity Employer