



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP#16-163  
June 28, 2016**

**NOTICE OF VACANCY  
June 28, 2016**

**POSITION: Accounts Payable Specialist**

**DEPARTMENT: Town Accountant**

**SALARY: \$42,192 – \$50,419**

**HOURS: Monday – Friday 8:30am to 5:00pm**

Statement of Duties: Position is responsible for editing and posting accounts payable batches and providing financial administrative support to the Accounting Department. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the Assistant Town Accountant. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of town employees. Employee may be required to lead the work of others to assist them in performing their duties.

Confidentiality: In accordance with public records law, employee has access to confidential lawsuits, and information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, or adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risk to the employee.

Essential Functions:

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Completes weekly accounts payable process for all town departments, which includes reviewing documentation for appropriateness of expenditures, vendor codes, account charges and availability of funds.
2. Inputs invoice batches, processes warrant items, and prints vendor checks.
3. Sets up vendor accounts, researches and approves expenditure requisitions.
4. Prepares and updates documents, spreadsheets, and files as needed to record transactions for the department.
5. Serves as a resource for town departmental accounts payable clerks; trains clerks on invoice inputting, reporting and inquiry processing, and accounting policies and procedures.
6. Processes requisitions and converts them to purchase orders. Reviews requisitions for appropriateness, vendor codes, account charges and availability of funds.
7. Verifies cash receipt batches for accuracy and updates batches.
8. Maintains an accurate filing system.
9. Prepares financial reports as necessary, and assists auditors with invoice requests.
10. Scans documents and attaches to vendor and purchase order files.
11. Backs up the Assistant Town Accountant with processing and posting payroll and cash receipts reports.

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate's Degree in accounting or a related field, and three to five (3-5) years of accounting experience; or an equivalent combination of education and experience.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Knowledge of accounting principles and procedures, accounts payable, automated account and office software programs including word processing, spread sheet power point, and data base management.

Abilities: Plan and prioritize work, and perform multiple tasks within a timely manner, and be self motivated. Ability to access the internet to obtain information in support of department operations.

Skills: Perform work accurately and efficiently despite frequent interruptions, organization and communication skills, and strong attention to details.

Physical and Mental Requirements

*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 position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment, books, photocopy and computer paper.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

**Visual Skills:** Position requires routine reading of documents and reports for understanding.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**