



The Town of East Greenbush is currently seeking applications to fill the position of **Accounts Payable (AP) Clerk – Part Time**.

This position is responsible for the management of outgoing bills and invoices on behalf of the Town. Bills/invoices include utility payments, product or inventory invoices, employee expense accounts and reimbursements, etc. The AP Clerk may also be required to assist with payroll. Work is performed under the general supervision of the Town Comptroller; the AP Clerk also works closely with all Department Heads and the Town Supervisor. This is an excellent opportunity to join and make contributions to a busy municipal buildings/Comptroller's department within a growing community.

Typical Responsibilities:

- Reviews submitted vouchers and invoices and verifies information is accurate and purchases were authorized;
- Enters vouchers and invoices into the Town's accounting software;
- Coordinates weekly check run with the Town Comptroller and Town Supervisor;
- Works closely with the Town Comptroller to analyze and reconcile outstanding payment issues or discrepancies;
- Sorts through daily mail for invoices and prepares vouchers for Department Head signature and approval;
- Runs monthly reports for Department Heads as requested;
- Maintains spreadsheet for Department of Public Works to track invoices;
- Performs related work as required, or as the situation dictates.

Required Knowledge, Skills & Abilities:

- Detail oriented with a thorough knowledge of Accounts Receivable/Accounts Payable;
- Ability to both prepare and analyze reports and maintain records within the department, as well as the ability to work with other offices to retrieve information;
- Strong organizational and time management skills to effectively manage department's schedules;
- Ability to understand and follow oral and written instructions and to communicate in a clear and concise manner;
- Ability to use a PC-based network, database, spreadsheet and word processing applications, strong mathematical skills and the ability to draft written communications.

Minimum Qualifications:

- High school diploma, GED, or equivalent required;
- Bachelor's degree in accounting, finance, or related field a plus, and previous accounts payable experience preferred;
- Other things being equal, preference will be given to Town of East Greenbush residents.

All applications must be submitted to the Supervisor's Office no later than **Friday, October 15th, 2021**. Interested applicants should submit a resume, cover letter, and three (3) references by mail or email to Lisa O'Brien at 225 Columbia Turnpike, Rensselaer, NY 12144; lobrien@eastgreenbush.org