

Job Title: Finance/ Accounts Payable Clerk

Job Overview:

We are seeking a detail-oriented and organized individual to join our team as a Finance/Accounts Payable Clerk. Government experience is preferred. This role primarily focuses on accounts payable functions, ensuring accurate and timely processing of invoices, maintaining vendor records, and reconciling accounts. The ideal candidate will possess strong numerical and analytical skills, data entry skills, and excellent communication abilities to interact with vendors and internal staff.

Responsibilities:

1. Process accounts payable transactions accurately and efficiently, purchaser requisitions, and purchase orders, including verifying invoices, coding expenses, importing requisition data, and obtaining proper authorization for payment.
2. Maintain vendor files (electronic and hardcopy) and ensure the accuracy of vendor information, including contact details, payment terms, and Public Contract Law documentation.
3. Reconcile accounts payable transactions, resolving any discrepancies with vendors and managers.
4. Prepare and process monthly payments via check, ensuring compliance with payment terms and Authority policies.
5. Communicate with vendors professionally and promptly regarding payment inquiries, discrepancies, and invoice-related issues.
6. Assist in month-end closing procedures by reconciling accounts payable as a sub-ledger to the general ledger.
7. Collaborate with internal departments, including procurement and finance, to streamline processes and improve efficiency in the accounts payable function.
8. Assist in preparing reports and analysis of accounts payable as needed.
9. Process weekly payroll using ADP WorkForce now.
10. Perform other related duties and ad-hoc tasks as assigned by the supervisor or management.

Qualifications:

1. Proven experience (2+ years) working in accounts payable or related accounting roles in Government is preferred.
2. Proficiency in accounting software Edmunds is preferred.
3. Two years' experience in processing payroll using ADP WorkForce Now is preferred
4. Strong attention to detail and accuracy in data entry and reconciliation processes.
5. Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
6. Strong interpersonal and communication skills, both written and verbal.
7. Ability to work independently with minimal supervision and as part of a team.
8. Ability to adapt to changing priorities and deadlines in a fast-paced environment

The Stony Brook Regional Sewerage Authority is an Equal Opportunity Employer. This position is subject to the residency requirements of the New Jersey First Act. Email resume to [resume@sbrsa.org](mailto:resume@sbrsa.org).

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