



Montachusett Regional Transit Authority Job Description

Position Title: Accounts Payable & Payroll Specialist

Department: Finance

Reports to: Manager, General Accounting

Employment Status: Full-time 37.5 hours per week

Work Hours: 8:00 AM – 4:00 PM

FLSA: Non-Exempt

Supervisory Responsibilities: N/A

Position Summary:

This position supports finance operations by performing full cycle Accounts Payable and Payroll duties, ensuring all functions are performed accurately and consistently within required deadlines, company policies, procedures, and regulations.

Essential Functions/Position Responsibilities:

- Ensures invoices are entered in an accurate and timely manner
- Assist in resolving discrepancies on invoices, purchase orders and reports by verifying quantities, price, payment terms, freight charges etc. by interfacing with vendors, contractors, clients and other departments
- Processes invoices and payments in compliance with financial policies and procedures
- Audit entries and compares system reports to balances
- Verify and track all payments and expenditures, including payroll, purchase orders, invoices, statements etc.
- Performs reconciliations by validating expense reports and preparing checks and/or electronic fund transfers, (EFT)
- Supports set up and maintenance of vendor files
- Administers biweekly payroll as the designated back up
- Participates in month end reconciliation of general ledger accounts by verifying and posting account transactions
- Provides support to auditors for annual audits and special requests from Attorneys or Vendors on invoices and/or documents
- Processes bi-weekly payroll, analyzes reports, reviews, resolves discrepancies prior to transmittal
- Compiles reports, statements and summaries to related accounts
- Maintains communications with HR and Managers in regard to payroll issues

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- High School Diploma or GED
- 1-3 years accounts payable experience
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- High degree of accuracy and integrity
- Effective verbal, listening and written communication skills
- Valid Unrestricted Driver’s License or reliable means of transportation

Skills:

- Excellent organizational and time management skills
- Ability to deal with sensitive information in a discreet and professional manner
- Attention to detail
- Proficient in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- An aptitude to multi-task in a fast paced environment
- Capable of working independently and in a team oriented environment

Working Environment and Physical Demands

Works primarily in a typical, climate controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people				X
Regular, predictable attendance				X
Ability to sit for extended period (Sedentary Work)				X
Use of hands and fingers to operate telephone and computer Typing/Data Entry/Computer				X
Moderate noise			X	
Hearing				X
Dusty Environment		X		
Exposure to Fumes/Odors	X			
Exposure to Heat/Cold Temps		X		
Climbing Stairs		X		
Walking	X			
Stress				X
Standing		X		
Stooping		X		

Bending		X		
Twisting Neck			X	
Reaching/Pulling/Pushing	X			
Lifting 10 lbs. or less		X		
Lifting 40 to 50 lbs.	X			
Driving		X		
Specific Vision Abilities- close vision due to computer work				X
Color Vision – Ability to identify and distinguish colors			X	
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written				X
Interpreting Skills				X
Implementing	X			
Evaluating			X	
Organizing			X	
Consulting	X			
Analyzing			X	
Presenting	X			
Supervising	X			
Ability to Deal with Stressful situations				X
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact				X
Decision making	X			
Work with Others				X
Work Alone			X	
Concentration				X
Comprehend and follow instructions				X
Relate to Others				X
Influence Others	X			
Perform complex or varied tasks	X			X

Special Comments:

Manager Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____