








-  19 Saddle Road
Cedar Knolls, NJ 07927
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-  smcmua.org

Accounts Payable Clerk
Job Grade: O-2 (Union, Non-Exempt)

RESPONSIBILITIES

The Accounts Payable Clerk is part of the team that assists in the processing of the organization's financial transactions related to vendor payments, including placing orders, processing invoices, verifying purchase orders, reconciling discrepancies, preparing payments, and maintaining accurate records to ensure timely and accurate payment to suppliers.

ESSENTIAL FUNCTIONS

1. Receives, reviews, and enters vendor invoices into the accounting system, verifying accuracy of details like pricing, quantity, and purchase order numbers.
2. Matches invoices to corresponding purchase orders to ensure proper authorization and compliance.
3. Prepares and submits payments to vendors according to established payment schedules, including electronic payments and checks.
4. Reconciles vendor statements with internal records to identify and resolve discrepancies.
5. Accurately inputs financial data into the accounting system, including invoice details, payment information, and vendor details.
6. Adheres to company policies and procedures regarding accounts payable, including internal controls and tax regulations.
7. Communicates with vendors for billing and other business-related inquiries.

8. Applies organizational skills as it applies to record retention, filing, and other related administrative tasks.
9. Sets up new vendor accounts and modify existing vendor accounts as needed.
10. Handles a high volume of transactions while maintaining the accuracy and integrity of the data for vendors.
11. Demonstrates and maintains an up-to-date proficiency in computer, math, and communication (written and oral) skill sets to remain current with best available technologies and practices.
12. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
13. Recordkeeping.
14. Performs related and other duties, as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

REPORTING RELATIONSHIPS & INTERACTIONS

This position reports directly to the Finance Office Supervisor, Chief Financial Officer, or the assigned alternate. This position requires interaction with the general public, SMCMUA vendors and local, State and Federal public agency representatives.

WORK HOURS & LOCATION

This position will be assigned to work at the SMCMUA Headquarters located at 19 Saddle Road Cedar Knolls, NJ 07927 and at any other of the SMCMUA's facilities and throughout the SMCMUA's service area or other assigned work locations. Pandemic or other conditions may require remote work. The general assigned work hours are within 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one-hour non-paid lunch. The start and finish times of a workday may vary

depending on SMCMUA needs. Office assignments will be supplemented with SMCMUA fieldwork activities.

Travel, including overnight and weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional or within the Continental US.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check, and a physical/functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES & CERTIFICATIONS

- Maintenance of a New Jersey Basic Driver's License.

EDUCATION & EXPERIENCE

- US-accredited high school diploma or equivalent.
- Associate's or Bachelor's degree in Business Administration, Finance, Accounting, or an approved related field.
- Approximately one (1) to three (3) years of experience in accounts payable, purchasing, and/or finance administration or related fields.
- Combination of other relevant types of degree and experience, or other combinations will be considered.

SKILLS & COMPETENCIES

- Strong attention to detail and accuracy in data entry.
- Proficiency in accounting software (Edmunds a plus), Adobe Acrobat (PDFs), and Microsoft Office applications (Outlook, Excel, Word, PowerPoint).
- Understanding of basic accounting principles and financial terminology.
- Excellent organizational skills and ability to prioritize tasks.
- Good communication skills to interact with vendors and internal departments.
- Ability to work independently and as part of a team.



FUNCTIONAL CAPACITY REQUIREMENTS

Reference the Functional Capacity Requirement document for the specific physical tasks, details, frequency, and specifications required for the position.

FUNCTIONAL CAPACITY REQUIREMENTS FOR FINANCE & CUSTOMER SERVICE

| | | | |
|----------------------|------------|---------------------|------------|
| VERSION DATE: | 10/19/2020 | APPROVED BY: | C. Mercado |
|----------------------|------------|---------------------|------------|

| PHYSICAL TASKS | DETAILS | RARE | SELDOM | OCCASIONAL | FREQUENT | CONTINUOUS | Weight Amounts, if Applicable | COMMENTS |
|--|--|--|-----------------------|---------------------------------------|------------------------------|-------------------------------|----------------------------------|---|
| | | up to 5 minutes of total work time | 6-29 minutes daily | 30 minutes to 2.5 hours per day | 2.5 to 5.25 hours per day | 5.25 hours or more per day | | |
| Balance | To maintain body equilibrium on narrow or inclined surfaces. | ✓ | | | | | | |
| Bending | Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting. | | ✓ | | | | | |
| Carrying | To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another. | | 21-40 lbs | 10-20 lbs | | | ≤ 40 lbs. | Use of Buddy System/Team Lift if carrying more than 40 lbs. |
| Climbing Ladders | Ascend/descend with gradual or continuous progress by oneself, using both hands and feet. | 0-10 ft. | ✓ | | | | | |
| | | 10-20 ft. | | | | | | None |
| | | 20-30 ft. | | | | | | None |
| Climbing Stairs | Ascend/descend with gradual or continuous progress by oneself, using both hands and feet. | | | ✓ | | | | |
| Crawling | Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent. | ✓ | | | | | | |
| Crouching | Bending downward and forward by bending the legs and spine | | ✓ | | | | | |
| Digging | To break up, turn over or remove earth, sand, etc, as with a shovel, spade, bulldozer, or claw. | | | | | | | None |
| Driving | The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>) | | | ✓ automatic | | | | |
| Grasping | To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm. | | ✓ | | | | | |
| Handle | To maneuver objects, to manipulate or repositon medium to large sized items. Has handles to be grasped by the hands in order to manage dexterously or efficiently, e.g., large bag of trash, move furniture, cases/boxes with handles. | | ✓ | | | | | |
| Handling | Flex and extend fingers with opposition of thumb using palms, fingers and thumbs to grasp or manipulate objects. | | ✓ | | | | | |
| Keyboarding/Typing (motor coordination) | To move the fingers rapidly and accurately during keyboarding tasks. | | | | | ✓ | | |
| Kneeling | Maintaining the body in an erect posture while resting body weight on one or both knees. | ✓ | | | | | | |

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| | | up to 5 minutes of total work time | 6-29 minutes daily | 30 minutes to 2.5 hours per day | 2.5 to 5.25 hours per day | 5.25 hours or more per day | | |
| Lifting/Loading | Raising objects from a lower to a higher position or moving objects from position to position. | | 21-40 lbs | 10-20 lbs | | | | Use of Buddy system/Team Lift if carrying more than 40 lbs. |
| Manipulate | To operate, manage, control, or utilize skillfully with the hands. Adroit handling, e.g., steering wheel, hand truck, pallet jack. | ✓ | | | | | | |
| Manual Dexterity | To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting. | | | | ✓ | | | |
| Pulling | Exertion of force to draw an object towards oneself in a particular direction or position. | ✓ | | | | | ≤ 40 lbs. | |
| Pushing | Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another. | | ✓ | | | | ≤ 40 lbs. | |
| Reaching | Extending the hands and arms in any direction. | | ✓ | | | | | |
| Reaching Above Shoulder | To extend either arm to reach from shoulder level to overhead. | | ✓ | | | | | |
| Repetitive Motions | Substantial movements (motions) of the wrists, hands, and/or fingers. | | | | ✓ | | | |
| Shoveling | To move or remove with a shovel gravel, sand, and/or snow. | ✓ | | | | | | |
| Sitting | Resting of the body weight in a seated position while engaging in a single activity. | | | | ✓ | | | |