

**JOB TITLE:**               **AR/AP SPECIALIST**  
Department:               Administration  
Report to:                   Borough Manager

**JOB STATEMENT**

Carries out accounts receivable and payable function for the borough. Coordinates activities associated with the operation. Assigns 1099 forms to eligible vendors and sends copy to federal government. Fills out tax exempt form and submits to vendor when necessary. Contact person for office equipment maintenance. Maintains postage machine adding postage as needed, reconcile departments, and balance accounts.

**ESSENTIAL FUNCTIONS**

1. Process, code and enter all incoming receivables into Accufund system.
2. Process and balance all revenues, enter and post entries in Accufund System.
3. Verify bank deposits for general fund, capital reserve, and highway aid funds.
4. Run necessary reports for distribution to mayor, members of council and department heads.
5. Process purchase orders and billing invoices.
6. Carefully examine all orders and invoices to ensure accuracy and detect any discrepancies.
7. Code invoices and enter into Accufund system for mid and end of month checks.
8. Generates checks and present to requisite parties for signature.
9. Send completed checks to appropriate organization or individual.
10. Resolve and problems that may arise concerning payables and receivables following established borough guidelines.
11. Prepare manual bank deposits and electronic bank deposits.
12. Fills out tax exempt forms and submit to vendor when necessary.
13. Coordinates the completion and submission of 1099 forms.
14. Perform general secretarial duties such as answering the phone, making copies and filing.
15. Assist office staff in day-to-day duties, as needed i.e. dog license, taking picnic shelter rental information and renting of animal traps.
16. Performs related duties as assigned.

**MINIMUM REQUIREMENTS**

1. High school diploma or equivalent.
2. Prior experience in the accounts receivable or payable function.
3. Basic understanding of general accounting.
4. Strong analytical skills.
5. Ability to conduct oneself at a high ethical level.