



## ACCOUNTS PAYABLE SPECIALIST

Town of Culpeper

**Salary Range - \$52,214.79 - \$83,543.67**

The Town of Culpeper's Treasurer's Office is seeking qualified applicants for an Accounts Payable Specialist.

**Primary functions include:** Performs all duties of the accounts payable function, including processing accounts payable invoices using ERP system, generating weekly ACH and check payments, entering wire transactions using online banking platform, downloading p-card transaction for entry into ERP system for review and processing, preparing annual IRS Form 1099 filings, and communicating with vendors, and perform related tasks as required.

**Skills & Qualifications:** General knowledge of principles, concepts and practices of accounting and office automation technology and its application in accounting and office operations; ability to produce accurate financial ledgers and related reports; ability to maintain detailed and accurate records; ability to work effectively under deadlines; ability to perform complex and specialized financial technical and clerical work related to the preparation, processing and maintenance of accounting records; ability to learn and effectively apply the laws, rules and regulations of financial record keeping; ability to prioritize work, coordinate several activities and follow up as required; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with associates and customers.

**Education & Experience:** Any combination of education and experience equivalent to an Associate's degree, along with five years of progressively responsible accounts payable processing and accounting office experience.

Application and full position description are available at [www.culpeperva.gov](http://www.culpeperva.gov). Open until filled.

**EOE**