

TOWN OF TRUMBULL
PART TIME ACCOUNTS PAYABLE CLERK
FINANCE

General Statement of Duties:

1. Prepare and process Town accounts payable/distributed checks.
2. Research and reconcile vendor accounts and vendor request.
3. Prepare, issue and file annual 1099s forms and governmental reports.
4. Vendor maintenance
5. Will be cross-trained and will assist in training others, as determined by departmental need
6. Related work as assigned
7. Maintains confidentiality required by the office.

Supervision Received: Works under the direction of the Accounting Manager or his/her designee

Supervision Exercised: none

Minimum Qualifications, Knowledge, Skill and Ability:

1. Strong computer skills with an emphasis on Word and Excel
2. Ability to respond courteously to the public
3. Ability to follow oral and written instruction
4. Clear and concise written and oral expression
5. Accuracy and attention to details

Experience and Training:

Graduation from high school or GED

Associates degree in accounting preferred.

Four (4) year's experience in office work including public contact and accounts payable.

Experience with Munis