

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

**POSITION:** ACCOUNTS PAYABLE SPECIALIST

**PURPOSE:** To support the Fiscal Department in all aspects of invoice and vendor management.

**QUALIFICATIONS:**

Education: Prefer a minimum of an Associate Degree: Will also consider a High School Diploma or GED  
Experience: Previous experience in accounts payable and accounting software preferred

**SKILLS, ABILITIES AND KNOWLEDGE:**

- a. Understanding of basic accounting and bookkeeping principles
- b. Proficient computer skills and knowledge of Microsoft Office
- c. Strong analytical and reasoning skills
- d. Detail oriented with strong organizational and documentation skills
- e. Excellent written and verbal communication skills required to effectively work with internal personnel and external customers
- f. Ability to prioritize work to balance multiple tasks and deadlines
- g. Ability to work independently and utilize judgement while staying in compliance with accounting principles and concepts
- h. Ability to handle sensitive and/or confidential documents and information

**REPORTS TO:** Controller

**SUPERVISES:** None

**JOB REQUIREMENTS:**

- a. Mental Concentration – Considerable concentration
- b. Interruptions – Occur frequently
- c. Physical Efforts – Light physical effort in a predominately sitting position
- d. Travel/Overtime – Occasional travel and overtime hours may be required
- e. Special Demands – Proof of valid driver's license, auto registration and car insurance; proof of full COVID vaccination; potential eye strain

**ESSENTIAL JOB DUTIES:**

- a. Review invoices for accuracy and proper documentation, resolve discrepancies and process for payment
- b. Reconcile processed work by verifying entries and comparing system reports to balances
- c. Perform invoice and general ledger data entry
- d. Track all approved purchase orders and provide outstanding expense updates as necessary
- e. Track various expenses and costs, ensuring compliance with payment schedules and contract limits
- f. Verify vendor accounts by reconciling monthly statements, outstanding invoices and credit memos
- g. Check mileage, expense reports and per diems for accuracy and process for payment
- h. Prepare and distribute reports as requested
- i. Filing invoices and administrative documents as well as document retention management

- j. Perform other analyses and projects as assigned

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:**

**HOURLY WAGE:**

**HOURS PER WEEK:**