



Sr. Accounting Clerk – Accounts Payable

Functional Category	Finance/Accounting
Grade	GS.08
FLSA Status	Non-Exempt
Requisition Number	18-0004
Number of Vacancies	1
Job Level	Non-Management
Organization Name	Disbursements Group
Reports to	Section Manager, Accounts Payable
Full or Part Time	Full Time
Regular or Temporary	Regular
Work Schedule	Monday-Friday, 8:15 – 5:00pm
Position Location	Laurel, Maryland

General Summary Performs a variety of moderately difficult to complex accounts payable work in the preparation and maintenance of financial, accounting, and statistical records. Performs related work as required.

- Essential Functions**
- Assembles and maintains all necessary documents and processes payment for the following types of payments/accounts:
 - Construction contract estimates and final payments; calculates and tracks retention on the contracts; tracks claims against the contracts and processes payment when claims are released; and maintains all required bid and award documents in files;
 - A&E vendors; maintains Basic Order Agreement, Task Orders, and/or Memorandum of Understanding in files;
 - Chemical vendors; uses formula to convert gallons to tons;
 - Utility vendors; maintains monthly accruals based on staggered dates and Excel spreadsheets to track utility costs;
 - Fuel vendors; verifies weekly unit prices using COG Cooperative Pricing Sheets and applicable taxes and fees;



- Assembles and processes all other goods and services payments for vendors based on assignment;
- Prepares and submits accruals on a monthly and yearly basis;
- Assists with weekly and month-end closing tasks;
- Participates in user testing on computer applications during upgrades and maintenance;
- Prepares journal entries.

Work Environment and Physical Demands

Work is performed in a standard office environment.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of clerical / accounting practices;
- General knowledge of Accounts Payable payment policies and procedures and their correct application;
- Proficiency with accounts payable software application, and check printing software and hardware;
- Proficiency with Microsoft Office Suite;
- Ability to analyze, interpret, reconcile and resolve problems;
- Ability to research vendor payments for accurate disbursement of funds;
- Ability to perform complex mathematical computations quickly and accurately;
- Ability to understand and follow complex verbal and written instructions;
- Ability to proficiently operate calculators, personal computers and other common office equipment; ability to instruct others in their use;
- Ability to establish and maintain effective working relationships with WSSC employees and customers.

Minimum Education, Experience Requirements

- High School diploma or equivalent;
- 5 years of progressively responsible experience in accounting.

Salary

\$46,889 to \$71,579

Close Date

07/27/2017

Apply Here

<https://wsscwater.peopleadmin.com/postings/5088>
