

**Location**

Simpsonville, S.C.

**Job Type**

Full-Time

**Position Hours**

Monday-Friday 8:00am-5:00pm

**Department**

Finance

**Summary**

We are looking for an Accounts Payable Specialist to join the City of Simpsonville's Finance Department! In this role, you will be responsible for greeting guests, answering incoming calls to City Hall, reviewing, coding and processing invoices. Review statements, and payments to vendors and handling the resolution of account discrepancies and procedural inquiries.

**Key Responsibilities**

- **Invoice Processing:** Receive invoices from vendors/Department Heads, review all invoices for accuracy and compliance with established guidelines. Once reviewed code and key all invoices into SmartFusion.
- **Payment Coordination:** Prepare and process payments on a weekly basis, ensuring adherence to payment terms and local government policies.
- **Vendor Relations:** Maintain positive relationships with vendors, addressing inquiries and resolving discrepancies related to invoices and payments.
- **Reconciliation:** Assist in the monthly reconciliation of accounts payable transactions, ensuring discrepancies are identified and resolved promptly.
- **Record Maintenance:** Ensure all invoices and payment records are accurately filed and maintained, supporting transparency and accountability in financial operations.
- **Compliance:** Ensure compliance with city policies, state regulations, and financial best practices, assisting during audits and budget as required.
- **Collaboration:** Work collaboratively with other departments to support overall financial management within the organization.
- **Miscellaneous:** Schedules inspections, requests W-9's, inputs cash and check payments into daily log, back-up to business license and permitting. Other duties as assigned.

**Qualifications**

- **Education:** Associate's degree in accounting or similar field or 2 years' experience.
- **Experience:** Previous experience in accounts payable, preferably in a government or public sector environment.
- **Skills:** Attention to detail, strong organization skills, and proficiency in accounting software SmartFusion and Microsoft office suite, particularly excel.
- **Communication:** Effective verbal and written communication skills to interact with vendors, city officials and other stakeholders.
- **Possession of valid state issued driver's license.**

**Working Conditions:**

- Primarily works in an office setting within the city government building, adhering to standard business hours.
- May require occasional overtime during peak periods, such as budget preparation, audits, or year-end closing.

**Starting Salary Range**

\$35,000-\$40,000 per year, depending on experience.

**How to Apply**

**[PLEASE VISIT SIMPSONVILLE.COM/CAREERS TO SUBMIT AN APPLICATION AND THEN EMAIL YOUR RESUME TO HR DIRECTOR ASHLEY CLARK AT ACLARK@SIMPSONVILLE.COM.](https://www.simpsonville.com/careers)**

**[CLICK HERE TO APPLY](#)**

**Equal Opportunity Employer**

The City of Simpsonville is an Equal Opportunity Employer.