



## CITY OF DUBOIS, PENNSYLVANIA

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TELEPHONE: (814) 371-2000

# Fiscal Coordinator - Accounts Payable

## Job Description

Position Title: Fiscal Coordinator – Accounts Payable

Reports To: Fiscal Administrator

Job Type: Full-Time, Exempt

Compensation: \$48,500 annually

Union: Non-union

Location: In-person, City of DuBois

### **Position Summary**

The Fiscal Coordinator – Accounts Payable is responsible for coordinating and processing the City’s financial obligations, ensuring the timely and accurate payment of vendors, contractors, and municipal expenses. This position plays a critical role in maintaining the City’s financial integrity by handling invoice processing, expense tracking, and payment reconciliation in accordance with municipal policies, state regulations, and best accounting practices. The Fiscal Coordinator - Accounts Payable - works closely with internal departments and external entities to ensure compliance with municipal financial policies and other applicable financial regulations.

### **Duties & Responsibilities**

#### **Accounts Payable Coordination**

- Process, review, and verify invoices, purchase orders, and payment requests for accuracy, appropriate approvals, and compliance with city policies.

- Ensure timely disbursement of funds to vendors, contractors, and service providers.
- Maintain accurate accounts payable records and reconcile outstanding payables.
- Monitor and process recurring payments, contracts, and lease agreements.
- Respond to vendor inquiries and resolve discrepancies in a professional and timely manner.

### **Financial Compliance and Reporting**

- Ensure compliance with Pennsylvania Third-Class City Code, municipal financial regulations, and internal policies regarding expenditures and procurement.
- Assist in preparing financial reports related to accounts payable for department heads, city management, and city council.
- Support annual financial audits by providing necessary documentation and responding to auditor inquiries.
- Maintain proper documentation and records for audits and compliance purposes.

### **Internal Controls and Process Improvement**

- Assist in implementing and improving accounts payable procedures to enhance efficiency and transparency.
- Work with department heads and finance staff to ensure proper budgetary controls on expenditures.
- Identify areas for process enhancements and recommend solutions to streamline financial workflows.

### **Administrative Support**

- Coordinate with procurement and finance staff to ensure seamless processing of payments and adherence to budget guidelines.
- Maintain vendor records, including W-9 forms and payment terms.
- Crosstrain with other finance staff.
- Assist with special financial projects.
- Perform other duties as assigned.

## Required Knowledge, Skills, and Abilities

- Strong knowledge and understanding of accounts payable processes and financial regulations in a government setting.
- Proficient knowledge of accounting software and data entry.
- Knowledge of manual and automated accounting systems.
- Knowledge of General Ledger and accounting principles and practices.
- Knowledge of budget controls, expense classifications, and procedures of municipal finance.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proven time management skills with the ability to meet deadlines.
- Ability to establish and maintain effective working relationships with associates, governmental agencies, vendors, and the general public.
- Ability to prepare and analyze comprehensive information and carry out assignments to completion.
- Ability to handle confidential materials and information in an ethical and professional manner.
- Ability to use standard office equipment, including a computer, telephone, printer, and calculator.
- Ability to work independently, managing multiple tasks effectively.
- Ability to prioritize and delegate tasks appropriately.
- Ability to act with integrity, professionalism, and confidentiality in all matters.

## Training & Background

- Associate's degree or higher in accounting, finance, business administration or a related field. Bachelor's degree preferred.
- Minimum of two (2) years of experience in accounts receivable, municipal finance, or government accounting.

- Experience working in a Pennsylvania municipal government or public-sector finance setting is preferred.
- Possession of a valid Pennsylvania driver's license.

## **Physical Requirements**

- Work is performed in an office setting with standard working hours.
- Requires occasional lifting of files, records, or office supplies up to 25 pounds.
- Requires visual acuity to read and analyze financial documents, spreadsheets, and computer screens.
- May involve navigating within a typical office environment, including filing, retrieving documents, and attending meetings.

## **Tools and Equipment**

Computer with financial accounting software, standard office software, and financial management systems for accounts payable processing. Standard office equipment, including a telephone, printer, scanner, copier, and fax machine. Secure document management systems for record-keeping and compliance.

## **Selection Guidelines**

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

## **Probationary Period**

Any person appointed to the position shall be subject to a six-month probationary period. The City Manager shall evaluate the adjustment, performance, and conduct to determine whether such a probationer is fully qualified for permanent appointment at the end of the probationary period.

## **Equal Employment Opportunity Statement**

The City of DuBois is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds and experiences.